

Instructions - Garrett Chapel Wedding Request

Thank you for considering Garrett Chapel for your wedding. Due to the overwhelming number of requests, the following step-by-step process is required. Process for application:

- Review all guidelines to assure your understanding and agreement to all conditions of use.
- Review the current availability on the calendar of wedding date availability at https://www.garrettchapel.org/weddings_calendar.php *If and ONLY IF YOU SEE A DATE AVAILABLE* that matches your needs, contact Garrett Chapel via email or by phone (at 757-968-6880), a chapel trustee will respond back with a confirmation that they can hold the date in your name, if it is still available.
- Complete attached application and mail to Garrett Chapel. Your application must be received within ONE WEEK. If paperwork is not received within one week, your date may be made available for others.
- Once paperwork is received, the bride or groom will be contacted by a member of the Garrett Chapel Trust and interviewed for formal approval within three weeks. Approval or denial of requests is done during this call. If approved, your fee must be received within ONE WEEK or your date may be made available for others. Check is to be made out to Garrett Chapel Trust and mailed to the address below.
- Once approved, information will be provided regarding detailed arrangements for the rehearsal and day of the wedding.

This process describes steps for reserving the facility. Weddings of all faiths are conducted at Garrett Chapel. Should you wish to discuss your wedding plans with clergy from the Episcopal Diocese, please see additional guidelines and separate application form.

Please keep this page to guide you through the process. It does not need to be sent back with your application packet.

Contact Garrett Chapel Email: weddings@garrettchapel.org

Complete application & mail to:

Garrett Chapel Trust

9455 Silsbee Road

Hammondsport, NY 14840

Application Packet Page 2 (Required)

Application for use of Garrett Memorial Chapel

Date of Application _____

Desired Wedding Date _____ Time _____

Desired Date & Time of Rehearsal _____

Name of Minister & Denomination _____

Telephone: _____

Are you interested in contacting the Garrett Chapel Organist? Yes ___ No ___ If yes, additional fees will apply

Groom's Full Name _____

Address _____

Telephone (Work) _____ Home/Cell: _____ Email: _____

Age: _____ Date of Birth: _____ Place of Birth: _____

Father's Full Name: _____

Mother's Maiden Name: _____

Bride's Full Name: _____

Address: _____

Telephone/Work: _____ Home/Cell: _____ Email: _____

Age: _____ Date of Birth: _____ Place of Birth: _____

Father's Full Name: _____

Mother's Full Name: _____

Names of Witnesses to be at Wedding: _____

Signatures Bride: _____

Groom: _____