

## **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 assure your understanding and agreement to all conditions of use.
- Review current availability on the calendar of wedding date availability at [http://\[link\]](http://[link]). If and ONLY IF YOU SEE A DATE AVAILABLE that matches your needs, contact St. Marks via telephone or email who will respond back with a confirmation that they can hold the date in your name if it is still available.
- Complete the attached application and mail to St. Marks. Your application must be received within ONE WEEK. If paperwork is not received within one week, your date may be made available for others.
- The bride or groom will be contacted by a member of the Garrett Chapel Trust and interviewed for formal approval within 3 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 Information for St. Marks:**

Email: [office@stmarkspennyan.org](mailto:office@stmarkspennyan.org)

Office Phone: (315) 536-3955

### **Mailing Address:**

Garrett Chapel Trust  
c/o St. Mark's Episcopal Church  
179 Main Street  
Penn Yan, NY 14527

**Application Packet, Page 1 (Required)**

**Guidelines and Conditions of Use:**

- The chapel receives in excess of 200 requests a year for weddings, and can accommodate no more than 15 weddings in a season. All applicants are interviewed via phone by the trustees who retain all rights to approve or deny wedding requests based on these interviews.
- Generally, bookings occur between six and eighteen months in advance of the planned wedding date. On some rare occasions, cancelations may make dates available on shorter notice.
- Weddings are not scheduled on Sundays or during evening hours.
- The chapel is small. Weddings are limited to no more than 75 people. Bride, groom, clergy, and attendees cannot exceed 9 of the 75 due to limited alter space. No exceptions are made.
- The chapel is seasonal. Weddings are conducted from May 1 through September 30. There is no heat or cooling available, nor access to the property for walkthrough or planning meetings outside this timeframe.
- The facility is not ADA (Americans with Disabilities Act) compliant and individuals with mobility impairments will find access challenging. Restroom facilities are in a separate small building down a long and uneven path that many will find challenging in formal dress clothing, and is not wheelchair accessible.
- The fee for weddings is currently \$900, collected at time of booking. \$300 is non refundable upon payment. The remainder is non refundable within 6 months of the scheduled wedding.
- No wine, beer, or liquor of any kind is permitted on chapel grounds.
- There are no facilities for a reception at the Chapel.
- The crypt and bell tower are not open for viewing during weddings.
- There is an entrance for wedding party cars only at the south end of the driveway. Cars may not turn around and must exit at the north end (upper) gate.
- The caretaker strives to keep the grounds spotless for all who visit. Please respect the grounds including refrain from driving on the lawn or flower beds and staying on paths within the gardens.
- All guests, for the rehearsal and the wedding, must park on the upper road and walk down the path to the Chapel. Handicap access must be discussed in advance of the rehearsal with the caretaker.
- There is no throwing of rice, confetti, birdseed, or any other materials on the Chapel grounds.
- Signs, balloons, ribbons and other materials must be removed by the wedding party before leaving the chapel grounds.
- Chapel acoustics are excellent. The Chapel has a small organ, however, the services of an organist are not included in the fee for use of the Chapel. The couple must make whatever musical arrangements they wish. Note, there are no facilities for amplification or for electronic or electric instruments besides the organ.
- The chapel is in the ecclesiastical charge of the Bishop of the Episcopal Diocese of Rochester, NY. The priest in charge of the chapel is the Rector of St. Mark's Episcopal Church in Penn Yan, NY. Clergy of other denominations are welcome to officiate weddings at the Chapel. Additional provisions and criteria apply should the couple seek an officiant from the Episcopal Church.
- **The bride and groom are responsible to ensure guests are aware of and follow all chapel guidelines.**

**We have received and read the guidelines and conditions of use of Garrett Chapel. We agree to abide by these rules and understand that failure to do so may result in a cancellation of our service and / or assessment of fees for cleanup and damages if necessary.**

Signatures      Bride \_\_\_\_\_  
Groom \_\_\_\_\_

**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 \_\_\_\_\_

Do you intend to use the organist provided by the Chapel? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, additional fees will apply.

**Groom's Full Name** \_\_\_\_\_

Address \_\_\_\_\_

Telephone (Work) \_\_\_\_\_ (Home Cell) \_\_\_\_\_ -

Age \_\_\_\_\_ Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_

Father's Full Name \_\_\_\_\_

Mother's Maiden Name \_\_\_\_\_

**Bride's Full Name** \_\_\_\_\_

Address \_\_\_\_\_

Telephone (Work) \_\_\_\_\_ (Home Cell) \_\_\_\_\_ -

Age \_\_\_\_\_ Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_

Father's Full Name \_\_\_\_\_

Mother's Maiden Name \_\_\_\_\_

Names of Witnesses to be at Wedding: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signatures Bride \_\_\_\_\_

Groom \_\_\_\_\_