



# Schuyler County Historical Society

108 N. Catharine Street, P.O. Box 651  
Montour Falls, New York 14865  
607-535-9741 / [www.schuylerhistory.org](http://www.schuylerhistory.org)

## Lawrence Chapel Event Request

Thank you for considering the Lawrence Chapel for your event. The following process is required:

- Fill out and sign the Application for Dates.
- Review and sign the Guidelines and Conditions of Use to show your understanding and agreement.
- Mail the completed Application for Dates and signed Guidelines and Conditions of Use to the Schuyler County Historical Society, Attn: Jane Leszyk, or email the documents to the [Lawrence Chapel email](mailto:lawrencechapelscny@gmail.com) address.
- Approval or denial of the request will be given via email. If approved, payment must be received within 10 days or the requested date(s) may be made available to others. Checks should be made out to the Schuyler County Historical Society with the note "Attn. Jane Leszyk" on the notes line. Mail the payment to the address below.
- After payment is received, further detailed information will be provided.

Please keep this page to guide you through the process.

**Contact email:** [lawrencechapelscny@gmail.com](mailto:lawrencechapelscny@gmail.com)

**Mail the Application for Dates and signed Guidelines and Conditions of Use to:**

Schuyler County Historical Society  
Attn. Jane Leszyk  
P.O. Box 651  
Montour Falls, NY 14865



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## Lawrence Chapel Application for Dates

Date requested (be sure to include the year) \_\_\_\_\_

Access needed day/evening before? YES / NO (circle one)

**Two responsible signers are required:**

Signer 1 Full Name \_\_\_\_\_

Address \_\_\_\_\_

Home phone/Cell \_\_\_\_\_ Work phone \_\_\_\_\_

Email \_\_\_\_\_

Signer 2 Full Name \_\_\_\_\_

Address \_\_\_\_\_

Home phone/Cell \_\_\_\_\_ Work phone \_\_\_\_\_

Email \_\_\_\_\_

Signatures with dates:

Signer 1 \_\_\_\_\_

Signer 2 \_\_\_\_\_



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## Lawrence Chapel Guidelines and Conditions of Use

**The fee for a wedding is \$900. (plus a \$50.00 cleaning fee). Of that, \$300 is nonrefundable. The remainder is nonrefundable within six months of the scheduled wedding. Fees for uses other than weddings will be determined on an event-by-event basis.**

**A Certificate of Insurance that conforms with SCHS guidelines is required. The COI must be submitted no later than 60 days before the event.**

- All applications for use of the Lawrence Chapel are subject to approval by the Schuyler County Historical Society or its designee.
- Use of the Chapel is seasonal, from May 1 to October 15. Visits to the property must be scheduled between May 1 and October 15.
- The Chapel is small, with 24 pews. Occupancy is limited to no more than 120. Altar space is limited. Users acknowledge their understanding that the appearances and qualities of the Chapel are provided as-is.
- Generally, bookings occur 6 to 18 months in advance of the planned use date. On some rare occasions, cancellations may make dates available on a shorter notice.
- The Chapel has electricity, but no sound or amplification equipment is available.
- The Chapel has very minimal heating and no air conditioning.
- There are no restroom facilities located in the Chapel or on the grounds.
- The property has no facilities for a reception.
- Events must be held during daylight hours due to lack of outside lighting and potential hazards of roadside parking. Parking is extremely limited. Most parking is along the roadway. Parking is not permitted on the lawns next to the Chapel.
- This facility is not ADA (Americans with Disabilities Act) compliant, and individuals with mobility impairments will find access challenging. This facility is not wheelchair accessible.
- Wine, beer and liquor are not permitted on the Chapel property.
- Smoking and open-flame candles are not permitted in the Chapel.
- The tossing of glitter, rice, confetti, bird seed or any other materials is not permitted on the Chapel grounds. Signs, balloons, ribbons and other materials must be removed within 24 hours after the event.

**We have received the Guidelines and Conditions for the Use of Lawrence Chapel and agree to abide by these rules and acknowledge we are responsible for ensuring our guests are aware of and follow these rules. We understand that failure to do so may result in cancellation of our event and/or assessment of fees for cleanup and damage if necessary.**

**Signatures with dates of two responsible signers are required:**

Signer 1: \_\_\_\_\_  
Signer 2: \_\_\_\_\_

Office use only. Date received \_\_\_\_\_

## Lawrence Chapel Event Insurance Requirements

### Type of Insurance:

Commercial General Liability, Occurrence  
General Aggregate Limit Applies Per Policy

### Policy Effective:

12:01 a.m. of the first date of entry to the Lawrence Chapel

### Policy Expire:

11:59 p.m. of the last date of entry to the Lawrence Chapel

(The coverage range must include all dates on which you are inside the Chapel or on the Chapel grounds.)

### Limits:

Each occurrence: \$1,000,000

Damage to rented premises (Each occurrence): \$100,000

Medical expenses (Any one person): \$5,000

Personal and advertising injury: \$1,000,000

General aggregate: \$2,000,000

Products Completed Operations aggregate: \$2,000,000

Deductible: \$1,000

### Certificate holder AND additional insured:

Schuyler County Historical Society

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Montour Falls, NY 14865

Your own insurance agent can help you. If you need further assistance, this is a website with which the Schuyler County Historical Society has worked several times for Lawrence Chapel events: [www.theeventhelper.com](http://www.theeventhelper.com).