



Schuyler County Historical Society

108 N. Catharine Street, P.O. Box 651
Montour Falls, New York 14865
607-535-9741 / 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](#) 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

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:

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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.