



Your Guide to Planning

WEDDINGS

with 1885 Events at Rollins College





The oldest recognized college in the state of Florida, the 80-acre campus features distinctive Spanish-Mediterranean architecture and was named the No. 1 Most Beautiful College Campus by The Princeton Review, 2015-2016, and one of the 50 Most Amazing College Campuses by The Best Colleges, 2011-14. Rollins offers a banquet hall and wedding chapel. The newly renovated campus is surrounded by beautifully landscaped gardening areas and steeped in educational history. With two traditionally designed state-of-the-art facilities that are ideal for wedding ceremonies and receptions,

couples can create long-lasting memories that they and their guests will remember for many years to come.

Rollins College is located in Winter Park, Florida, an attractive and historic residential community adjacent to the city of Orlando. The award-winning campus is situated on the shores of beautiful Lake Virginia and adjacent to the first-class dining, shopping, and entertainment options of Winter Park's famous Park Ave. For couples and guests traveling from further afield, Orlando International Airport is approximately a 30-minute drive away.



EVENT VENUES



Knowles Memorial Chapel

Built in 1932 and listed on the National Register of Historic Places, Knowles Memorial Chapel provides a picturesque setting in a venue that exudes class and precise elegance. The Chapel features breathtaking stained-glass above the altar, incredibly detailed high-ceilings, a large organ, and more. The neutral colored pillars and wooden altar area embraces a religious atmosphere while creating a bright space that allows couples to decorate the chapel to best suit their style and chosen theme color. The Chapel can seat a maximum of 464 guests.



Rice Family Pavilion, Rotunda, and Mary Jean Plaza/Lawn

Originally built in 1942, the room has been re-purposed as a wedding reception and banquet hall location. While maintaining its nostalgic charm, the pavilion features a glorious arched ceiling and large windows that allow natural light to flow throughout the room. Rice can accommodate up to 220 without a dance floor and 170 with a dance floor, standard 6ft tables, 60in rounds, 32 in high tops, and bars are included.









RATES & AVAILABILITY

Weddings can be reserved one year in advance.

Rice Family Pavilion only

Last two weekends of August – May (peak season)

Unaffiliated with Rollins

Saturday rental	\$4,000 rental + tax
Friday or Sunday rental	\$2,500 rental + tax

June – first two weekends of August (off-peak season)

Unaffiliated with Rollins

Saturday rental	\$3,050 rental + tax
Friday or Sunday rental	\$2,700 rental + tax

Wedding Bundle pricing

Knowles Memorial Chapel (Saturday Ceremony) + Rice Family Pavilion
(Friday – Sunday, welcome reception, rehearsal dinner, reception, or farewell brunch)

Last two weekends of August – May (peak season)

Unaffiliated with Rollins

Saturday rental	\$5,000 rental + tax
Friday or Sunday rental	\$4,500 rental + tax

June – first two weekends of August (off-peak season)

Unaffiliated with Rollins

Saturday rental	\$4,050 rental + tax
Friday or Sunday rental	\$3,700 rental + tax

POLICIES & GUIDELINES

for Knowles Memorial Chapel & Rice Family Pavilion

Scheduling & Refunds

Wedding dates can be confirmed only after regular chapel services and college functions are scheduled. We will not book any weddings more than 12 months in advance starting on the first date of the month desired. Weddings are not held on major college weekends or during official recesses during the academic year. The wedding deposit is non-refundable. In case of a postponement or change of date, we will apply a previously paid deposit to another date. In case of a natural disaster, the College reserves the right to close the campus and reschedule the wedding to a future date or refund any payments already made.

Event Coordinator & Chapel Supervisor

A **licensed and insured** event coordinator is required to be hired by the hosting party. The name and contact information of the event coordinator is due upon return of the signed contract. The event coordinator must always be present, from the time the building is opened until the building is closed. The chapel supervisor, as the representative of Rollins, will be present at both the rehearsal and wedding but will not assist in the overall flow and coordination of the ceremony. It is the chapel supervisor's responsibility for accurate communication for event needs through Campus Safety, Facilities, Information Technology, and other exclusive vendors.

Event Insurance

Rollins College requires liability insurance from third parties wishing to use College facilities for meetings, conferences, seminars, weddings or other special events. The required coverage is one million dollars combined bodily injury and property damage coverage, naming Rollins College as additional insured. The Client is to be insured for the period of the event or program, and the Certificate of Insurance so described must be filed with the College at least sixty (60) days prior to the earliest date identified above. Please inquire for specific vendor recommendations. Name of insured on Certificate of Liability Insurance must be the same as the client name on the Event Contract.

Event Privacy

Rollins is an open campus. Please note students and other community members may be walking by or near your wedding ceremony and/or reception site.

Smoking

Rollins College is a smoke free campus.

POLICIES & GUIDELINES

for Knowles Memorial Chapel

Music

All music must be performed live. Prerecorded audio is prohibited. It is the couple's responsibility to contact, hire, pay and determine musical selections.

Approved organists

The following organist is only approved to play the organ at Knowles Memorial Chapel.
Michael Ging- 843.296.1275 mging@rollins.edu

Please inquire for additional recommendation such as vocalists, string groups, etc

Most common musical selections:

- Suitable for Processional only
 - Bridal Chorus from Lohengrin - Richard Wagner
 - Suitable for Processional or Recessional
 - Ode to Joy- Ludwig van Beethoven
 - Rigaudon - Andre Campra
 - The Prince of Denmark's March - Jeremiah Clarke
 - Psalm 19 - Benedetto Marcello
 - Rondeau in D Major -Jean-Joseph Mouret
 - Canon in D Major - Johann Pachelbel
 - Trumpet Tune in D Major- Henry Purcell
- Suitable for Recessional Only
 - Wedding March from A Midsummer Night's Dream - Felix Mendelssohn

Officiants

The couple must provide their own officiant, whether minister or priest. No notaries or judges are permitted to perform ceremonies in the chapel. The wedding rehearsal is conducted by the officiating minister/priest and is set for the Friday evening before the wedding.

Chapel Policies

1. No food is allowed in the dressing areas. However, bottled water and sodas may be brought in.
2. No alcoholic beverages of any kind are allowed on chapel premises.
3. Tossing of rice, birdseed, confetti or flower petals (real, silk, or artificial) is strictly FORBIDDEN inside and outside the chapel.
4. Aisle runners are not permitted.
5. Makeup artists and/or hairdressers are not allowed in the bridal room except for touch ups before the bride goes to the front of the Chapel.
6. Florist may not use tape on the pews or woodwork for any arrangements.
7. NOTHING may be hung or placed on the wood front doors of the chapel.

POLICIES & GUIDELINES

for Knowles Memorial Chapel

Vendors

Photography

No flash photography is permitted during the ceremony except of parents, grandparents and each attendant etc. on entering the chapel, and of the bride and her escort and lastly of the couple as they leave the altar at the end of the ceremony. After the ceremony, the photographer has 30 minutes to complete taking pictures in the chapel. The chapel supervisors will advise when that time is nearly up. It is best to take as many pictures as possible before the ceremony.

Videography

Two locations for the cameras are suggested: the balcony and the opening from the ambulatory into the chancel. The Chapel Supervisor will show the appropriate locations.

Florist

Florists may not use tape on the pews or woodwork for any arrangements. Flower petals are prohibited inside and outside. Flowers girls may not toss real, silk, or artificial flower petals.

Florists can set up as soon as the prior wedding leaves, the 1:00 wedding they can set up earlier. Photographer/videographer usually arrive just before the wedding party does. Seating starts about 30 minutes before the ceremony. Bridal party arrives at the chapel usually 30 minutes before the ceremony. Musicians arrive 30 to 45 minutes before the service, this can depend on if there is a rehearsal needed before with soloists etc. The organist will play the prelude music 15/20 minutes before, while guests are being seated.

Payment

\$200 deposit is due 30 days from booking to hold the space. The remaining balance is due 60 days prior to the event date. The balance must be presented as a non-refundable balance payment.

Catering

There are three catering options available through 1885 Events, and no alternative caterers are permitted.

- Arthur's
- Puff 'n Stuff
- Rollins Catering

POLICIES & GUIDELINES

for Rice Family Pavilion

Timing

Standard rental includes a 5-hour reception, inclusive of cocktail hour. In addition, 3 hours for setup and 2 hours for breakdown is allotted for any vendors you choose to hire. All events/receptions must end by 11 p.m.

Vendors

A preferred vendor list is available upon request. Vendors are allowed to arrive 3 hours prior to the event to set up. If more time is needed please arrange with an 1885 Events Team Member. Please notify an 1885 Events Team Member if specific load-in/ load-out is required.

Decor

Glitter, confetti, sparklers, candle sticks, and uncovered candles are prohibited. For grand exit, please provide your own glow sticks, bubbles, or ribbons. Painters tape can be used however, no nails, drilling, etc. If you would like to propose an alternative option, please consult with an 1885 Events Team Member prior to event.

Payment

50% of the proposed facility rate is due 30 days from booking to hold the space. The remaining 50% is due 60 days prior to the event date. If the event is canceled, the 50% deposit will not be refunded. Cancellation of the event with less than two weeks notice will result in the loss of all prepayments.

FAQ

for Knowles Memorial Chapel

Does the officiant need to be a religious leader, or can it be anyone who's completed the course?

Notaries are not allowed. Officiant must have completed a religious marriage course and have a religious affiliation.

I am catholic and the groom is Jewish. Can a Jewish chuppah or arch be added to the altar?

Yes. The couple must provide the chuppah or arch.

If we are planning to do a traditional catholic mass, is it safe to assume the organist would be able to play the traditional catholic songs that go along with a full mass?

Please work with your hired organist directly to confirm music selections and ceremony type.

Can you provide an estimated timeline?

- 1:00 wedding must clear the chapel by 2:15
- 3:30 wedding must clear the chapel by 4:45
- 6:00 wedding must clear the chapel by 7:15
- The chapel doors are open early morning on Saturday. Seating for weddings usually start 30 minutes before the ceremony.
- Guests usually depart to reception venues after the ceremony. Bridal party arrives at the chapel usually 30 minutes before the ceremony. All bridesmaids need to come dressed and the bride needs to only put on her gown. We do not allow hair/makeup to be done in bridal sitting room.
- Musicians usually arrive 30 to 45 minutes before the service, this can depend on if there is a rehearsal for them before with soloists before the service. The organist usually starts playing the prelude music 15/20 minutes before, while guests are being seated.
- Florists can set up as soon as the prior wedding leaves, the 1:00 wedding they can set up earlier.
- Photographer/videographer usually arrive just before the wedding party does.

Can we have a unity candle during the ceremony?

Yes. We will provide the unity candle stand. The taper sides are 3^{1/4} inches, the middle base is 4^{3/4} inches, and the taper candle is 1 inch. The middle candle can be smaller than the base. The couple responsible for providing all three candles



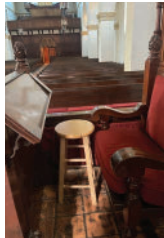
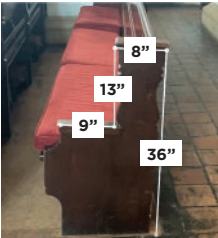
FAQ

for Knowles Memorial Chapel

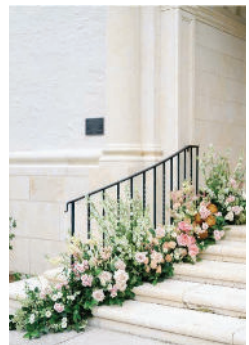
What is the policy on flowers?

- Flowers (real or fake) cannot be tossed.
- Real flowers and battery candles can be used for arrangements.
- We have (2) stools in house if you don't want to rent a pedestal. The stools will be positioned where only the arrangement can be seen.
- Tape is prohibited.
- Pipe cleaner or ribbon is suggested for pew arrangements

Measurements and examples



Flower girl idea without tossing flowers.

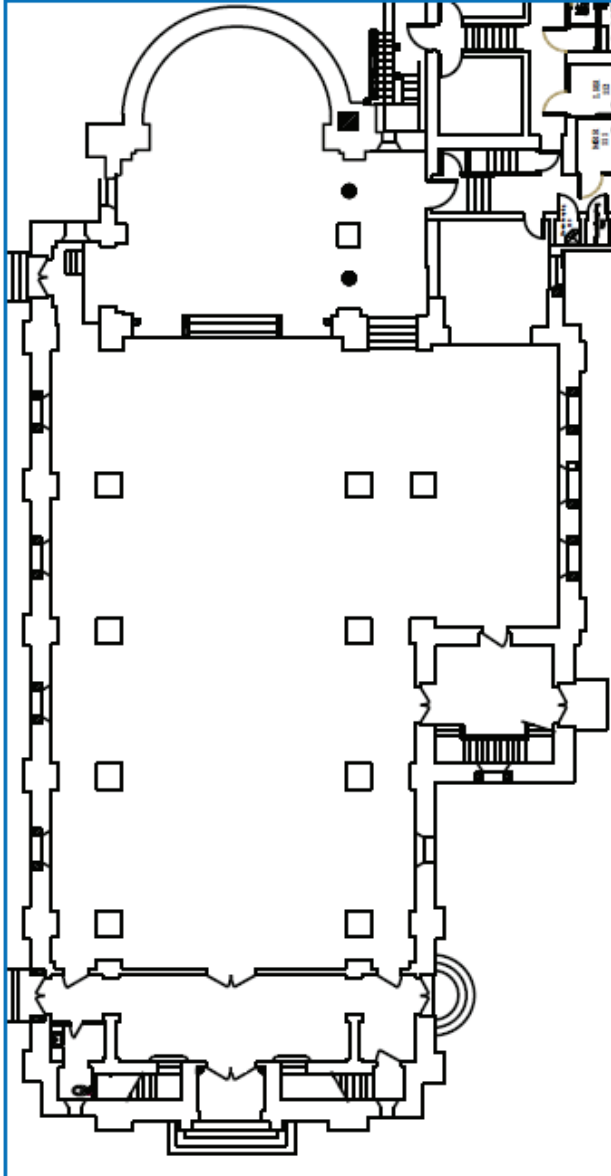


FAQ

for Knowles Memorial Chapel

How many guests does Knowles Memorial Chapel seat?

- 464 total, 70 balcony pew seating, 394 floor pew seating, 52 pews
- The number of people that sit in pews is 8, except where there is a pillar, then the pew seating is 6-7.



FAQ

for Knowles Memorial Chapel

Can you provide a welcome table for programs, guest book, etc?

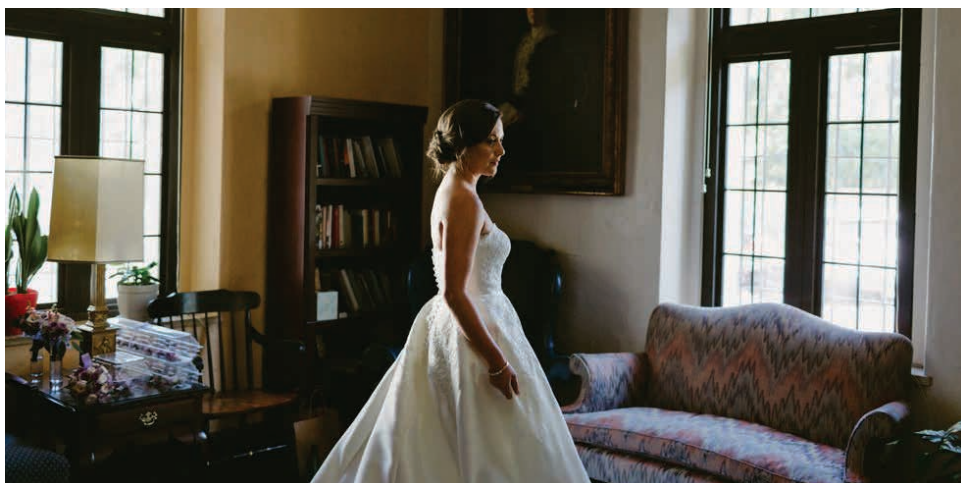
Yes, we have two wooden tables available for use.

We are not doing a first look, is there an area where the couple can be separated?

Yes, the sitting room and classroom in Knowles Memorial Chapel are both available for the wedding parties separately.

Can rose petals be thrown during the exit?

- No, sparklers, rose petals, or confetti, etc. are prohibited.
- Bubbles or ribbon are allowed.



FAQ

for Rice Family Pavilion

What are the measurements of the fireplace?

Fireplace hearth is 96" w x 24" deep x 4" high
Mantle is 96" above the floor; 92" above hearth
Fireplace opening 72" wide x 68" high
Overall fireplace stone is hearth width + 18" each



Can we add pipe and drape to cover the photo wall in the rotunda?

Yes

How many arches and chandeliers are in the main room?

- 7 painted arches (5 full size, 2 half size)
- 12 chandeliers

How many power circuits are near the stage?

There are 4 circuits on the stage, 2 in the green room, and 1 along the wall off the stage to the left.

FAQ

for Rice Family Pavilion

Can we add string lights to the patio?

Yes. Staking in the grass or planters is prohibited. Please tell the hired vendor to use poles.
Patio dimension: 15ft wide 40ft long



Can we use real candles?

Yes. All candles must be enclosed

What are the dimensions of the stage, main room, and rotunda?

- Stage- 12.6'deep x 26'wide
- Rotunda- 1,165 sq feet
- Main room- 3,100 sq feet



FAQ

for Rice Family Pavilion

What are the sizes of the elevators?

Approximately 7-ft by 6-ft.

Can we use sparklers for the exit?

- No sparklers, rose petals, or confetti are prohibited.
- Bubbles, ribbon, and glow sticks are allowed.





Photography by: Meche Ausina Photography | Ashley Jane Photography | Kristen Weaver Photography | DreamtownCo. | Scott Cook | Sydney Marie Photography