



**APPLICATION FOR RENTAL OF LAWRENCE CHAPEL, ODESSA, NEW YORK**

To the Chemung County Historical Society, Inc., 415 East Water Street, Elmira, New York 14901 (hereafter called CCHS)

**I,** \_\_\_\_\_ **of:** \_\_\_\_\_  
 (Name) (Please Print) (Street)

\_\_\_\_\_ (City) (State) (Zip) (Area Code – Telephone)

do hereby apply to the CCHS for rental of the Lawrence Chapel (hereafter called Chapel) at Odessa, New York for a:  
 1) Wedding 2) Other (please specify) \_\_\_\_\_

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Officiating Person:** \_\_\_\_\_

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

**Bride's Address:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**Groom's Name:** \_\_\_\_\_

**Groom's Address:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

*I agree to the following:*

- To see that the Chapel and property grounds are respected as a religious site and conduct the above activity in a decorous manner.
- To clean up all litter or debris on the premises after activity.
- To pay for any damage or vandalism to the premises done by any person in attendance. To make no physical changes or alterations to the facility, i.e. no painting, scotch tape to painted surfaces, etc, that would alter or change the appearance/condition of the facility. Do not move the wall lamps from their brackets.
- To not alter, substitute, nor introduce heating or cooling units to the facility. No confetti or other flammable materials to be used on the premises.
- To pay a fee of \$15.00 per event if heat is required.
- To use no portable signs, unless by permission of the Board of Trustees.
- To cut no trees, grass, shrubs, vines, etc.
- To bring no equipment, furniture, machinery, tents, etc. onto the property, unless by permission of the Board of Trustees.

Access to the Chapel will be through CCHS at 607-734-4167 ext 202  
 Please sign and return one copy of this contract to the CCHS. Application must be accompanied by a check for \$550.00; add additional \$15.00 if heat is required; payable to the CCHS. If the key is not returned on the day of the wedding, a \$10 fee will be billed to you. This fee includes cleaning and preparation of the site by the caretaker for your usage. This usage fee is used for the sole purpose of care and maintenance of the Lawrence Chapel and property. Reservation is not confirmed until full payment is received. In the event of a cancellation, Over 90 days 90%; 60-89 days 50%; 40-50 days 25% of rental fee is refundable prior to the date of wedding. 30 days or less no refund. A request for a refund must be made in writing to the CCHS.

How did you hear about Lawrence Chapel? \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Information about LAWRENCE CHAPEL

- o Owned and Operated by CCHS
- o Located on Route 228 between Odessa & Mecklenburg in Schuyler County
- o Built in 1880

### **CAPACITY**

- o Comfortably seats 120 people
- o 24 pews

### **AMMENTIES**

- o NO PARKING on the property (visitors must park along the highway)
- o NO RESTROOMS
- o Light is by battery wall lamps
- o CANDLES are not allowed except on pallpet

### **RENTAL INFO**

- o Available to rent from mid-April through mid-October
- o Fee is \$550 .
- o If heat is required there is an additional \$15 fee
- o Chapel reservation is secure when CCHS receives the completed contract and FULL PAYMENT of \$550 (**NOT SECURED WITHOUT FULL PAYMENT**)
- o **To see the Chapel contact CCHS at 607-734-4167 x 202**
- o Potential renters may get a copy of the contract from the CCHS

### QUESTIONS OR CONCERNS DIRECTED TO:

CCHS 607-734-4167  
(during business hours)  
(Mon – Fri 9 am to 4:30pm)

