



Canterbury

SCHOOL

Weddings

Thank you for choosing Canterbury School as the venue for your wedding day. We look forward to working with you to make this special day a once-in-a-lifetime experience. Phillips Chapel and Berry Hall are the perfect locations for this momentous celebration. We have accommodations for both indoor and outdoor ceremonies and large event spaces to celebrate your new marriage afterwards!

Phillips Chapel is a beautiful, sacred space for a wedding. The gothic-style chapel features stunning stained glass windows and an organ custom-built to fill the space with music. Canterbury provides an organist for weddings. The chapel seats 450 people, though the feel of the space is intimate enough for smaller gatherings.

Our rehearsal dinner and reception venue, Berry Hall, is adjacent to the chapel and features a bluestone courtyard on one side of the building and a covered porch overlooking manicured lawns on the other side. Guests can dance the night away or mingle under the stars. The flexible space lends itself to a variety of designs and wedding themes. It holds up to 300 guests, and past events have extended the space with tents.

Kelen Walker

Facility Rentals Manager

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Constituencies

Canterbury Family

Canterbury Graduates
Current Canterbury Employees & Parents
Current Board Members

Canterbury Friends

Former Canterbury Students
Former Canterbury Employees
Former Board Members

General Public

All others

Constituency rates only applicable to the contract holder. Friends and relatives of constituents do not qualify for discounted rates.

Wedding Amenities

- Phillips Chapel and outdoor chapel (indoor and outdoor wedding ceremony options)
- Private bridal suite and groom's quarters
- Adjustable lighting
- Maintenance representative on site for the duration of your event
- On-site parking
- One-hour rehearsal
- One-hour access for bridal and engagement photo sessions
- Option to choose vendors from preferred list (florist, caterer, music, photographer)
- Planning meetings with vendors by appointment
- Organ/baby grand piano and organist/pianist
- Seating for 450 guests
- Sound system

Berry Hall Reception Amenities

- Berry Hall offers 11,635 square feet of both indoors + additional outdoor options
- Setup and breakdown of tables and chairs
- Option to personalize event layout
- Rectangular banquet-style tables (6 feet long) and round dinner tables (6 feet diameter)
- Stage access for band or DJ
- Outdoor courtyard for cocktail hour
- Outdoor manicured lawn for dining and entertaining (option for tent)
- Kitchen access for caterer (not a commercial kitchen)
- Folding chairs
- Baby grand piano in Berry Hall

Technology:

- LCD projector & screen
- Microphone and speakers
- Mounted production lighting
- Wi-fi
- Sound System

Rental Rates

Any event at Canterbury School requires a \$1 million liability insurance policy. This may be purchased through Canterbury School or an outside provider. Inquire about pricing from the Facility Rentals Manager. Prices vary depending on the event. Insurance policy rates are not included in rental rates.

Phillips Chapel Wedding:

5-hour block of time on the day of the wedding

Please factor in your set-up and clean-up time into your 5 hour rental.

Canterbury family	\$1,500
Canterbury friends	\$1,800
General public	\$2,000

Included in your fee:

- organist
- vergers
- maintenance personnel

*Outdoor Chapel rates are the same as Phillips Chapel, with Phillips Chapel as a guaranteed back-up rain plan.

Berry Hall Wedding Reception

6-hour block of time

Please factor in your set-up and clean-up time into your 6-hour rental.

\$150/hour extra after 6 hours, prorated to half-hour increments.

Canterbury Family	\$2,000
Canterbury Friends	\$2,250
General Public	\$2,500

Wedding and Reception Package

10-hour block of time

Please factor in your set-up and clean-up time into your 6-hour rental.

\$150/hour extra after 10 hours, prorated to half-hour increments.

Canterbury Family	\$3,000
Canterbury Friends	\$3,500
General Public	\$4,000

Wedding Rehearsal Dinner

Berry Hall and Stafford Arts Center

4-hour block of time

\$150/hour extra after 10 hours, prorated to half-hour increments.

Canterbury Friends, Family and General Public \$500

Wedding Rental Timeline of Events

1. Contact the Facility Rentals Manager to inquire into availability and conditions/rental rate of the facility needed. Schedule a tour of the facility with the Facility Rentals Manager.
2. Complete the Rental Application and the Conditions of Use Policy, and return with a security/booking deposit fee.
3. The Facility Rentals Manager will confirm the date and officially book the facility once appropriate documents and payments are received.
4. In the case of a wedding, the program must be sent to the Facility Rentals Manager, Kelen Walker for approval before being printed. We reserve the right to request any changes that do not comply with our wedding guidelines or respect the sanctity of the church.
5. Prior to the event, schedule a meeting or phone conversation with the Facility Rentals Manager to discuss and plan any needed specifics for the event. (In the event of a wedding, a meeting should be scheduled no later than two weeks prior to the event, with the wedding director and all necessary persons present.)
6. The complete payment and certificate of liability insurance is due two weeks prior to the event. The applicant should contact the school if there are any last minute issues.
7. After the event, the school will return the security deposit less any unforeseen charges incurred by the school.

Wedding Guidelines

Scheduling

Phillips Chapel is available for weddings on Saturday or Sunday between the hours of 11am – 6pm throughout the year. Requests for weddings on weekdays or when Canterbury School is not in session will be at the discretion of the Chaplain of Canterbury School.

Wedding Coordinators

Wedding Coordinators are required to meet with Kelen Walker no later than two weeks before the wedding. Although wedding coordinators are not required, they are strongly encouraged. Wedding coordinators are not provided by Canterbury School, nor included in your rental cost.

Rehearsal

Rehearsals are held the day before the wedding between 4-6 p.m. The purpose of the rehearsal is to show all the parties involved what their duties are, when to enter the chapel, where to stand and when and with whom they will exit the chapel. Please ensure that all members of the wedding party attend the rehearsal and arrive on time. The rehearsal should last no more than one hour, and Canterbury representatives are only required to be in attendance for one hour. The chapel register will be completed during the rehearsal so please have witnesses available.

Our organist does not play at the rehearsal. If you would like to hear the music prior to the wedding, or discuss ceremony timing, please arrange for the organist to be present at the final meeting with the Facility Rentals Manager and wedding coordinator.

If acolytes are part of the ceremony, special instructions will be given to them during the rehearsal.

Wedding Ceremony Expectations

Canterbury School is committed to offering Phillips Chapel as a resource for the community. However, we ask couples considering Phillips Chapel for their wedding to be mindful of the following:

- Phillips Chapel is sacred space. It was consecrated (made holy) for the purpose of worship. While other types of non-worship events (such as concerts) are occasionally held in Phillips Chapel, we ask that reverence for the space be observed.
- We do not require that a service of holy matrimony be from the Episcopal tradition, we do expect that a wedding in Phillips Chapel be a Christian service and have the appropriate level of decorum.
- While we certainly wish to be accommodating and flexible when possible, Canterbury School reserves the right to make restrictions or request changes if we feel that any elements of the service are inappropriate.

Wedding Day

The chapel and additional rooms can be opened 4 hours prior to the wedding, if that time is needed. If any extra time is needed, Canterbury School will charge \$150/hour, prorated to the half hour.

Photography

If photographs are to be taken in the sanctuary before the service, they must be completed 1 hour prior to the wedding. Outdoor photographs must be stopped 45 minutes before the wedding so that ushers are available to begin seating guests as they arrive. The chapel will be available for 45 minutes after the ceremony for additional photographs.

We ask that photographers adhere to the following guidelines:

- Photographers may not go onto the chancel of the church (choir/altar/pulpit area) during a ceremony.
- A video camera may be set up before the wedding but must remain stationary during the ceremony. The video camera may be set up on a side aisle, behind the front-most columns. All equipment must be in place at least one hour before the ceremony.
- As a courtesy to the clergy, please take photos involving them first. When taking photos after the wedding, please remember that Phillips Chapel is sacred space.

Canterbury reserves the right to refuse access to photographers who do not respect Canterbury's guidelines.

Flowers

- Flower arrangements may be placed on the reredos (shelf behind the altar), one on each side of the crucifix. They should be in containers provided by the wedding party or florist, and may be no larger than approximately 3 feet in height. Floral arrangements may not obscure the cross. Memorial votive candles may be placed on the reredos between the floral arrangements. Flowers may not be placed on the altar. Only Eucharistic (communion) sacraments may be placed on the altar.
- Unity candles may be used.
- Floral decorations for church weddings should not differ greatly from those used during Sunday worship. We ask that you use only fresh flowers in the church and suggest that they be kept quite simple allowing for some individual choices. There are to be no artificial flowers or greenery (i.e. plastic or silk) used in the decorations in the church. Greenery is allowed in the church on the stair rails going up to the chancel area, on the chancel rail, and on the pews.
- Sanctuary candles are the only lighted candles allowed. Candles are only allowed in the chancel area.
- We ask that pew markers be secured carefully, using only ribbon or large, non-permanent hooks over the pew side. Nothing that may damage the integrity of the chairs may be used, including wire or nails.
- Because of the slate floor, only silk or paper flower petals may be used. For safety and aesthetic reasons, runners, rice, confetti, bubbles, and birdseed are not permitted either inside or outside the chapel.

- Wreaths may be hung on any of the doors to Phillips Chapel using only wreath hangers (no nails may be used).
- Arrangements should be made for the set-up and removal of all flowers and candles with the Facility Rentals Manager. Florist containers will be left in the sacristy and must be picked up within 2 days of the wedding. Arrangements and containers left beyond 2 days will be disposed of at the discretion of the Canterbury representatives.
- A podium may be set up in the Narthex (back entrance area) for a guest book.

All requests not covered in these guidelines will be considered on an individual basis at the discretion of the chaplain.

It is our wish to plan a celebration that is meaningful, personal, and fully conveys the love of Christ for the wedding couple and all who are present to support them in their new life together.

Wedding Music

Canterbury School requests that only sacred music be played at a wedding ceremony. You will find a list of traditional wedding music on page 12. Our organist must approve any special requests.

If you wish to have additional wedding musicians (vocalists or instrumentalists) in your wedding, please include this on the rental application. Our organist must approve any extra musicians before they may be invited to perform at your wedding.

Please contact our organist at least two months prior to the wedding date to answer any questions or if you wish to make additional arrangements. Your music selections must be finalized one month prior to the wedding before the program is printed.

Our organist has the first right of refusal. If you prefer a different organist for your service, Canterbury's organist must approve this musician. As well, only Canterbury's organist is included in your rental fee. Canterbury is not responsible for the payment of any musicians beyond our contracted musicians.

Phillips Chapel Equipment List

Contact or Group Name:

Date of Event:

Microphones:

Handheld:

☐ Wireless (1) ☐ Wired (5) Qty. _____ ☐ Mic Stand ☐ Lavalier ☐ Pulpit

☐ Sound System

Eucharistic Vessels

☐ Piano

☐ Chalices

☐ Organ

☐ Pitcher/glass

☐ Processional Cross

☐ Ciborium (Silver)

☐ Torches

Eucharistic Set-Up:

☐ Risers

☐ small lavabo pitcher

☐ Baptismal Font

☐ lavabo bowl

☐ Baptismal Pitcher

☐ water cruet

☐ Tables (qty _____)

☐ Patens (1 silver, 4 ceramic)

☐ Gospel/Altar Book

☐ Linens

☐ Offertory Plates (2)

☐ Piano Light

☐ Candles

Please return to:

Canterbury School
c/o Kelen Walker
5400 Old Lake Jeanette Road
Greensboro, NC 27455

Or, email to:

walker@canterburygso.org

Wedding Music Selection

Seating of Mothers

-----	Jesu Joy of Man's Desiring	J. S. Bach
-----	Canon in D	Johann Pachelbel
-----	"the peace may be exchanged." (from Rubrics)	Dan Locklair
-----	Arioso	J. S. Bach
-----	-----	-----
	selection	composer

The Procession of the Attendants/Bridesmaids

-----	Canon in D	Johann Pachelbel
-----	Air (from Water Music)	George Frideric Handel
-----	Rigaudon	Andre Campra
-----	-----	-----
	selection	composer

The Procession of the Bride

-----	Trumpet Tune	Henry Purcell
-----	Trumpet Voluntary	Jeremiah Clarke
-----	Phoenix Processional	Dan Locklair
-----	-----	-----
	selection	composer

The Retiring Procession

-----	Trumpet Voluntary	John Stanley
-----	Hornpipe (from Water Music)	George Frideric Handel
-----	Toccata (from Symphony V)	Charles-Marie Widor
-----	Toccata (from 12 pieces)	Theodore Dubois
-----	Trumpet Tune	David German
-----	-----	-----
	selection	composer

Contract for Photographer/Videographer at Canterbury School

We ask that photographers adhere to the following guidelines:

- If photographs are to be taken in the sanctuary before the service, they must be completed 1 hour prior to the wedding.
- Outdoor photographs must be completed 45 minutes before the wedding so that ushers are available to begin seating guests as they arrive.
- The chapel will be available for 45 minutes after the ceremony for additional photographs.
- Photographers/videographers must stay behind the front-most columns in the chapel during the wedding ceremony.
- A video camera may be set up before the wedding but must remain stationary during the ceremony. The video camera may be set up on a side aisle, behind the front-most columns. All equipment must be in place at least one hour before the ceremony.
- As a courtesy to the clergy, please take photos that include them first.
- When taking photos after the wedding, please remember that Phillips Chapel is sacred space.

By signing below, I agree to adhere to the guidelines listed above.
I understand that by failing to adhere to these guidelines, Canterbury reserves the right to
refuse my services at future events.

Photographer/Videographer

date

Contract for Florist at Canterbury School

- Flower arrangements may be placed on the reredos (shelf behind the altar), one on each side of the crucifix. They should be in containers provided by the wedding party or florist, and may be no larger than approximately 3 feet in height.
- Flowers may not be placed on the altar.
- Floral decorations for church weddings should not differ greatly from those used during Sunday worship. We ask that you use only fresh flowers in the church and suggest that they be kept quite simple allowing for some individual choices. There are to be no artificial flowers or greenery (i.e. plastic or silk) used in the decorations in the church. Greenery is allowed in the church on the stair rails going up to the chancel area, on the chancel rail, and on the pews. The Facility Rentals Manager should approve any exceptions.
- We ask that pew markers be secured carefully, using ribbon or hooks (non-permanent). Nothing that may damage the integrity of the pews may be used, including wire or nails.
- Because of the slate floor, only silk or paper flower petals may be used. For safety and aesthetic reasons runners, rice, confetti, bubbles, and birdseed are not permitted either inside or outside the chapel.
- Wreaths may be hung on any of the doors to Phillips Chapel. They may be hung by wreath hangers, no nails may be used.
- Arrangements should be made with the Facility Rentals Manager for the set-up and removal of all flowers and candles. Florist containers will be left in the sacristy and must be picked up within 2 days of the wedding. Arrangements and containers left beyond 2 days will be disposed of at the discretion of the Canterbury representatives.

By signing below, I agree to adhere to the guidelines listed above.
I understand that by failing to adhere to these guidelines, Canterbury reserves the right to
refuse my services at future events.

Florist

date

Berry Hall Guidelines

- Canterbury School is a smoke-free campus. This includes inside and outside of all buildings. Please respect and plan for this request before your event.
- The renter is responsible for placing all garbage in receptacles after the event. Not honoring this request will result in an extra fee for the added labor of our staff. The catering staff/renter is responsible for garbage disposal in our dumpsters after the event. Again, not honoring this request will result in an extra fee for added labor for our staff.
- If seating and table arrangements are needed, please use the attached diagram of Berry Hall to designate your expectations. Any request for table and chair arrangement must be submitted to the Facility Rental Manager two weeks prior to the event.
- If Berry Hall is not otherwise booked, we will allow decorations to be stored there the evening prior to your event. Any deliveries must be made prior to 9 p.m., or an extra fee will be charged. Otherwise, no deliveries may be made to Berry Hall prior to the day of the event. Any requests will result in an extra fee for usage of Berry Hall.
- It is preferable for rented tables/chairs/dance floors/equipment to be picked up immediately following the event. If that is not possible, equipment must be picked up no later than 10 a.m. Monday morning. Failure to comply will result in a deduction from the \$300 deposit.
- Outside vendors are welcome to visit the venue prior to the event at no extra charge, as long as these arrangements are made through the Facility Rentals Manager. The renter should consider any set-up/preparation time for the day of the event in their rental application. Canterbury will be available two hours prior to the event starting time. However, should outside vendors need access to Berry Hall during the day of the event, we will make the facility available for one extra hour during that day for your convenience at no extra charge to the renter.

Berry Hall Equipment List

Contact or Group Name: _____

Date of Event: _____

We provide 30 round tables (seating 8 per table), 16 rectangular tables (4 per table) and 240 folding chairs. We do not provide linens. Maximum seating: 240.

☐ Round Tables (#) _____

☐ Rectangular Tables (#) _____

☐ Folding Chairs (#) _____

If you have a preferred seating arrangement, please use the Berry Hall Layout and provide it to the Facility Rentals Manager.

☐ Sound System

☐ Microphones

Lavaliere (#) _____ Hand held (#) _____
(sound check required before event)

☐ Projector ☐ Screen

☐ Caterer _____

Number of Guests _____

☐ Buffet

☐ Seated

☐ Podium

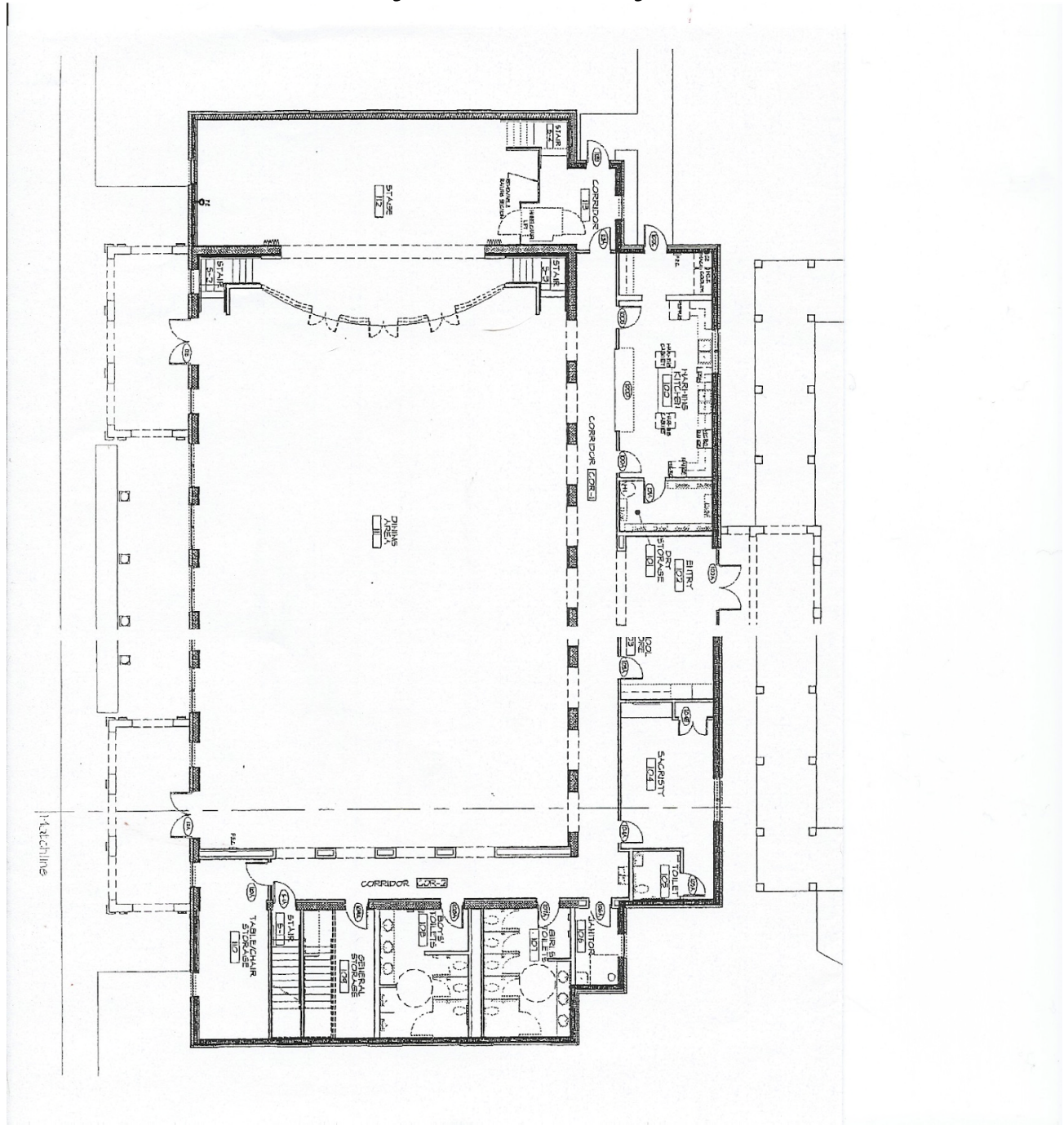
☐ Piano

☐ Outdoor Set-Up

Please return to:
Canterbury School
c/o Kelen Walker
5400 Old Lake Jeanette Road
Greensboro, NC 27455

Or, email to:
walkerk@canterburygso.org

Berry Hall Layout



Please return to:
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 c/o Kelen Walker
 5400 Old Lake Jeanette Road
 Greensboro, NC 27455

Or, email to:
walkerk@canterburygso.org

ABC Permit

A NC ABC permit is required for wedding receptions to bring fortified wine and spirituous liquor onto the premises of Canterbury School. The renter of our facility must obtain the permit.

- Go to website <http://abc.nc.gov/Permit/SpecialPermits> and download the “Limited Special Occasion permit.”
- Go to the Bookkeeping Office in the Clerk of Court in the Guilford County Courthouse (201 S. Eugene St., Ph: 336-412-7300) for a certified criminal record check. Present your driver’s license and pay for the certificate with seal.
- Bring the completed application to the Facility Rentals Manager at Canterbury School to sign the *Lease Information* section of the application.
- Obtain a \$50 certified check or money order and have the signatures on the application notarized.
- Make copies of:
 - Agreement with Canterbury School
 - Diagram of the area to be used if a fundraiser (Diagrams attached)
 - IRS certificate of proof of 501(c)3 status/Nonprofit status if applicable
- Make a copy of all documents for your records.
- Mail all of your documents to the respective US Postal Service (regular mail) or UPS Express Mail or Fedex/UPS address on the application. We suggest mailing the forms “certified” and “return receipt requested.”

If spirituous liquor or fortified wine is to be served at your event, Canterbury School requires a copy of the approved NC ABC permit prior to your event.

Please return to:
Canterbury School
c/o Kelen Walker
5400 Old Lake Jeanette Road
Greensboro, NC 27455

Or, email to:
walker@canterburygso.org

Preferred Caterers

All caterers must be licensed and bonded. Any caterers not listed below must be approved by the Facility Rentals Manager prior to booking.

The Painted Plate

Pepper Moon

Luv2Cook

Maria's Catering

The Stocked Pot

Fresh.Local.Good Food Group

Visions Catering

Culinary Visions

MJ's Catering

Preferred Florists

Just Priceless Florist

Plants and Answers Florist

Randy McManus Designs

Botanica

Designs North Florist and Interiors

Bloemenbinder: The Flower Maker

The Farmer's Wife

Preferred Party Rental Equipment Companies

Partymakers

Happy Rentz

Grand Rental Station

Rental Application

Contact Person/Organization: _____

Address: _____

Contact Information:

email address: _____

phone: _____

Affiliation with the School:

- ☐ Canterbury Family
- ☐ Canterbury Friends
- ☐ General Public

Facility Requested:

- ☐ Phillips Chapel ☐ Berry Hall ☐ Stafford Arts Center
- ☐ Athletic Field ☐ Haley Athletic Center

Event:

- ☐ Wedding ☐ Funeral ☐ Reception ☐ Reception ☐ Concert
- ☐ Soccer ☐ Baptism ☐ Performance ☐ Birthday Party ☐ Other

Wedding:

Bride: _____

Groom: _____

Wedding Coordinator: _____

Clergy: _____

Baptism:

Child's Name: _____

Parents' Names: _____

Funeral:

In Honor Of: _____

Participating Clergy: _____

Date(s) of use: _____

Hours of use: From: _____ To: _____

Fee agreed upon: \$_____ (if applicable)

Please return application to:

Canterbury School
attn. Kelen Walker
5400 Old Lake Jeanette Road
Greensboro, NC 27455

Or, email to:

walker@canterburygso.org

Conditions of Use

The Applicant and the Organization represented by him or her agrees with the School as follows:

1. The Applicant and the Organization will be jointly and severally liable and responsible for any and all damage to the building, furniture, equipment and other property of the School which arises during or is related to the use of the Canterbury School facilities by the Organization. A deposit of \$___ will be applied by the School to any such damage, and unapplied amounts shall be returned to the Organization, and/or full payment of \$___ must accompany this form at the time of booking.

2. Except as provided in paragraph 2a below, the use of the facility will not involve the use of alcohol, tobacco products, weapons of any kind, or any activity, which is likely to cause damage to school property, or create conditions likely to cause injury to the participants in the use.

2a. The serving of alcohol will be allowed solely at the discretion of Canterbury School and only by vendors with valid, state issued liquor licenses approved by Canterbury School.

3. No Canterbury School facility shall be considered as reserved until this Facility Use Agreement and all required fees have been delivered to and accepted by Canterbury School.

4. The Organization and the Applicant agree to leave the facility described above ready for the next day's operations and in the condition in which it was found when first used by the Organization. The school reserves the right to deduct or charge any costs incurred due to maintenance, janitorial costs, or repair. Canterbury School's representative on the premises will be responsible for reporting the conditions of the premises.

5. Neither Canterbury School nor any of its trustees, employees, or agents shall be responsible for any personal injury or damage or loss or theft of clothing or equipment of the Organization, Applicant, or any other person which occurs in connection with, or is related to, the use of the facility by the Organization.

6. The Organization shall be responsible for the conduct of all persons admitted to the buildings and grounds of Canterbury School, and shall insure that all of Canterbury School's regulations with respect thereto shall be observed and satisfied. This includes, but is not limited to, the expectation to maintain a non-smoking campus.

7. The Applicant and the Organization agree to insure that all persons admitted to the use of Canterbury School's facilities shall have vacated the School property promptly at the time when its use of such facilities terminates, as set forth above in the Agreement. If the premises are not vacated promptly at the time agreed upon, an additional charge of \$150 per hour or part thereof will be assessed to the Applicant and the Organization. Canterbury School's representative on the premises will be responsible for reporting the time at which the premises are vacated.

8. The Applicant and the Organization hereby jointly and severally agree to indemnify and hold harmless Canterbury School, its trustees, agents and employees from and against all liability for personal injury, damage or loss sustained by the Applicant, the Organization, or any other person or entity as a result of, with respect to, or in any way connected with, the

Organization's use of the Canterbury School's facilities and premises. The Applicant and the Organization hereby jointly and severally agree to pay for, indemnify and hold Canterbury School harmless from and against any and all damage to the property of the School which arises as a result of, with respect to, or is in any way connected with, the Organization's use of the School's facilities and premises.

9. Canterbury School has the right to cancel this agreement at any time if it is determined that the Applicant/Organization is not conducting transactions/behaviors properly.

10. Canterbury School has the right to cancel reservations due to conditions of facilities because of weather conditions.

11. In the case of an individual applicant, Canterbury School requires the following information before this Agreement is considered final:

Applicant/Organization Name: _____

Signed: _____ Title: _____

Date: _____

Name and Title of Designee on Duty: _____

(The designee on duty must be present for the duration of the event.)

Please return to:
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c/o Kelen Walker
5400 Old Lake Jeanette Road
Greensboro, NC 27455

Or, email to:
walker@canterburygso.org