



Roslyn is available on a limited basis throughout the year for private weddings of up to 100 guests. Roslyn is not available for weddings during Lent but may be available at other times based on occupancy by other groups and organizations as weddings are scheduled around Roslyn conference and retreat schedules. What follows are general guidelines for use of Roslyn as a wedding venue.

- Prior to officially booking Roslyn for a wedding ceremony, approval from the Bishop of Virginia must be obtained. This approval process begins with the officiant presiding over the wedding ceremony submitting a letter to the Bishop of Virginia stating that he/she is licensed by the Commonwealth of Virginia and also in good standing within his/her own church and/or denomination. This letter should also state that the officiant will follow all traditions, rules and practices called for within their church and/or denomination for administering the rite of matrimony. This letter should be submitted with the Wedding Ceremony Request Form to the Roslyn staff who will then coordinate the request with the Bishop's office. (The letter should be addressed to The Rt. Rev. Shannon S. Johnston, Bishop of Virginia, 110 W. Franklin Street, Richmond, VA 23220). As soon as we receive confirmation from the Bishop's office that the proposed ceremony is approved, we will confirm your reservation. Please note that approval from the Bishop's office does not guarantee availability for your wedding.
- Roslyn requests that all arrangements be made through one contact person.
- Because we are a ministry of the Episcopal Diocese of Virginia, Roslyn is bound by the canons of the Episcopal Church. We welcome people of different traditions of faith within the Christian religion to have their ceremonies at Roslyn as long as the individual presiding over the ceremony is in good standing within their denomination and licensed by the Commonwealth of VA.
- For those requesting use of just the chapel, weddings for up to 100 guests may be scheduled for a six hour time block between the hours of noon and 10 pm on Saturdays with rehearsals taking place the Friday evening before between 4pm and 7pm. There is a \$1,000 fee to use the chapel for weddings. A \$100 deposit is due within 10 days of booking in order to reserve the chapel. Deposits are nonrefundable and nontransferable and will be applied to the final bill. The remaining \$900 balance is due two weeks prior to your arrival PLUS a refundable security deposit of \$125 (total due at this time will be \$1,025). Security deposits will be returned within two weeks of the event if no damage is done to the property and no excessive cleaning is required.
- For those wishing to reserve the entire facility, the base fee for use of the center for a wedding is \$10,000 plus tax (8% lodging and 5.3% sales). Catering expenses are in addition to the base fee and are also subject

to tax (5.3% sales). The base fee gives the wedding party exclusive use of the chapel (seats 100), the dining hall (seats 100) and 48 guest rooms from Friday at 4:00 pm through Sunday at noon. Early check-in or late departure can be negotiated in advance and may be subject to additional fees. A \$2,000 deposit is due within 10 days of booking in order to reserve the facility. Deposits are nonrefundable and nontransferable and will be applied to the final bill. Guaranteed meal counts, a list of overnight guests and the balance due on the guaranteed contracted amount are due two weeks prior to your arrival. We also ask that you give us a \$1,000 refundable security deposit at this time. Security deposits will be returned within two weeks of the event if no damage is done to the property and no excessive cleaning is required.

- If it is necessary for you to cancel your reservation, our cancellation policy requires written notification before 60 days of the contracted date. At this point, you will forfeit your deposit. Within 60 days of the contracted date, 50% of the contracted amount will be due. If written notification (or “no show”) occurs within two weeks of the scheduled date, 100% of the contracted amount will be required.
- For weddings in the chapel only, the meeting rooms on the first floor of Powers Hall will be reserved for use by the bridal party. Based on availability, another meeting or lodge room may be reserved for the groomsmen.
- All catering is to be handled by Roslyn’s food service contractor, Meriwether Godsey. A full catering menu with pricing will be made available. It is our expectation only those of legal age will consume alcoholic beverages in moderation. The renting party is fully liable and responsible for monitoring, moderating and supervising guests by not permitting them to become intoxicated while on Roslyn’s property.
- Roslyn is not responsible for the storage or moving of wedding cakes, flower arrangements, etc.
- The chapel has a maximum capacity of 100. There are 80 chairs in the chapel and an additional 20 chairs can be provided to reach maximum seating.
- Rose petals, rice or confetti should not be thrown in the building or on the walks. It causes unsafe walking conditions on floors and sidewalks. Birdseed may be used since it both feeds the birds and does not constitute a safety hazard. Birdseed should be used only outside of the chapel.
- There is one restroom located to the left of the entrance to the chapel.
- Roslyn will unlock the chapel, turn on the lights, see that the bathroom is clean and ensure that the building is in good order. After an event, Roslyn will see that everything has been left as it was found and will lock the building.
- There is a sacristy in the chapel.
- No open flames or candles are allowed inside buildings. Votive candles and candles in globes are permitted. Absolutely no sparklers or any other type of fireworks are allowed inside or outside Roslyn’s facilities.
- The piano must not be moved.
- The responsible party may remove the hymnals and prayer books from the seat backs as long as they are put back once the ceremony has concluded.

- There can be no structural changes in the building (e.g. the addition of a stage). Choir risers, music stands, etc. may be brought in but must have a protective barrier against the floor. No tape or nails may be used in the building. There will be no cutting of trees, shrubs, flowers or plants around the chapel or the surrounding area. Decorations may not be attached to trees or the outside of the chapel with nails, thumbtacks or staples.
- There is to be no smoking, eating or drinking in the chapel.
- To comply with fire code, free access to all exits must be maintained. No one may sit or stand in the aisles during an event.
- Roslyn does have a sound system that can be rented for the chapel. The system consists of a wireless speaker, a lavalier microphone and a free standing microphone.
- Roslyn is not responsible for the safety or security of any items left in the chapel. All props, musical instruments, music stands, chairs, tables, or any other type of equipment used by groups or individuals for an event must be removed following the conclusion of that event. Any items still remaining a week after an event will be disposed of at Roslyn's discretion.
- The cost of any amenities needed beyond the facility and space itself will be the responsibility of the renting party.
- Receptions and social gatherings must conclude by 10:00 pm. As we are located in a residential area, Roslyn observes quiet time from 10:00 pm until 7:00 am.
- Directional signs placed at Roslyn's entrance or along Roslyn's drive must be removed within 24 hours of the event.
- All buildings - including screened buildings - are tobacco free. Tobacco use is to take place only in outside areas away from doors. Cigarette butts must be properly disposed of in disposal stations provided - not on the grounds. Groups failing to follow this policy will be charged a substantial cleaning fee.
- The cost of damage done to Roslyn as a result of a function will be deducted from the security deposit. If damage repairs cost more than the security deposit, the renting party will be billed accordingly. Roslyn cannot assume responsibility for damages to, or loss of, any articles left prior to, during or following an event.
- The renting party agrees to supervise and to assume full control and responsibility for any persons, entities or things other than the Roslyn Retreat Center personnel or property who/which are, for any reason, on the facility by reason of the renting party's program or use of the facility.
- The renting party agrees to defend, indemnify and hold harmless the Roslyn Retreat Center and its past, present, and future members, directors, officers, employees, agents and independent contractors and its and their successors, assigns and heirs from and against any harm and/or claim made by any third party arising out of or in anyway connected with lessee's actions and/or failure(s) to act in respect of its use of the facility.