

OGLETHORPE

UNIVERSITY

Weddings, Commitment Ceremonies & Receptions

SETTING

A four-year independent, highly selective, co-educational liberal arts university founded in 1835 and patterned after General James Edward Oglethorpe's alma mater, Corpus Christi College, Oxford, England. Oglethorpe University's picturesque 105-acre campus is conveniently located on Peachtree Road in Northeast Atlanta, between Buckhead and the Perimeter, with easy access to Interstates 85, 285 and Georgia 400.

RENTAL PERIOD AND AVAILABILITY

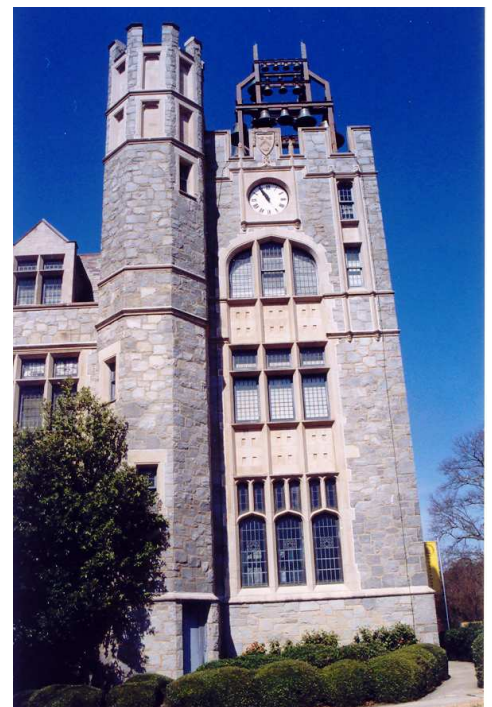
Spaces available are Great Hall of Hearst, Lupton Auditorium, Oglethorpe Museum, Emerson Hall and Academic Quad. Times are available except during academic or university events. A day's rental is defined as a set time between 1 and 12 consecutive hours.

Due to the historic nature of our original buildings, Lupton Auditorium is NOT handicapped accessible at this time. Please be aware and notify your audience of this fact. The responsibility for notification and for meeting the needs of the individuals in your program is in your hands. You must be sensitive to this issue and survey your situation and possible needs in this area.

WHO MAY HAVE A CEREMONY AT OGLETHORPE

The facilities on the campus of Oglethorpe University may be reserved for weddings, commitment ceremonies and/or receptions by Oglethorpe University students, University College Students, alumni, university friends, current faculty and staff and the children of anyone in those groups. Oglethorpe University Alums will receive a discount off the rate.

REQUIRED DOCUMENTS



Facility Rental Agreement and Payment:

Payment is due in full at the signing of the rental agreement by the Event Sponsor. The requested date and facilities will not be confirmed until the payment is made and the agreement signed. Oglethorpe University accepts payments by cash, check or credit card.

Certificate of Insurance:

The Event Sponsor must supply a certificate of insurance that insures Oglethorpe University for the event no later than 30 days prior to the event day. Please see the facility rental agreement for specific coverage requirements.

EVENT POLICIES**Invitations:**

Under no circumstances can any Oglethorpe University telephone number be printed on invitations or announcements. Location address should be listed as follows:

Oglethorpe University
4484 Peachtree Road, N.E.
Atlanta, Georgia 30319

Museum Exhibitions:

Exhibitions in the Oglethorpe Museum of Art change periodically; therefore, we cannot guarantee that the rented space as listed in the contract will have the same appearance as when originally viewed. In addition, the museum requires additional security during non-museum hours. Security officers are \$25.00 an hour.

Rental Equipment:

At this time Oglethorpe University is unable to provide equipment rental; therefore, we request that you use Peachtree Tents and Events for these services. All rental equipment, including food and decorations must be delivered and picked up the day of the event. Nothing may be delivered the day prior or left overnight.

Parking:

Oglethorpe University parking areas will accommodate approximately 750 vehicles; however spaces are given priority to students, faculty and staff. Extra security will be mandatory for all events with an estimated guest count equal to or higher than 300. If additional off-site parking facilities are required, the Event Sponsor will be responsible for arranging and contracting that space as well as shuttle service.

Music:

Indoor music is allowed however, music levels must conform to standard county and residential codes. Any outdoor music must end at 10 p.m. due to DeKalb County Noise Ordinance.

Decorations:

To preserve the architectural finishes of our historic campus NOTHING may be taped, tacked, stapled, nailed or otherwise affixed to the walls, floors, ceilings, doors, and lamp post or wall sconces.

While we will allow tea lights or votive candles at events, open flames and taper candles are not permitted during a ceremony or reception.

Birdseed, confetti or rice is not to be thrown inside or outside any building on Oglethorpe University's campus. Real flower petals may be thrown outside. Bubbles are allowed. Sparklers or other types of fireworks are NOT permitted. Balloons are permitted but as with all decorations they must be removed and thrown away at the end of your event.

Staff:

Oglethorpe University faculty and staff members are not responsible for coordinating or directing your wedding rehearsal, ceremony or reception. Please consult with your ceremony official, wedding planner or caterer for rehearsal, ceremony or reception arrangements and direction. It is the Event Sponsor's responsibility to make sure the ceremony official, wedding planner and caterer follow all guidelines.

Photography:

If you plan to have formal photographs taken at a time other than your event time you or your photographer will need to schedule that time with the Office of Special Events.

Alcohol:

Alcohol is permitted to be served on campus to individuals of legal age; however it may not be sold. Alcohol consumption on Sunday may begin at 12:30 p.m. The university reserves the right to make decisions restricting alcoholic beverage service. The Event Sponsor is expected to control guest behavior.

Out of the Ordinary:

We support your special day but ask that if your plans include something extra special such as a horse-drawn carriage, fife and drum corps, a bagpiper, etc. that you let the Office of Special Events know so we can avoid impacting other events that may be taking place on campus.



Weather:

Oglethorpe University cannot be held responsible for the weather conditions at the time of your event, especially outside events. When making plans you will want to consider backup arrangements or the use of tents.

Rehearsal:

Rehearsal time is extended to the user as a courtesy and must not interfere with any of the University's daily activities. Rehearsals may be conducted on weekdays between 3:30 p.m. and 5:30 p.m. (Please check with the Office of Special Events if this time period is not sufficient.) Requests for rehearsal time must be made in advance. Scheduling of rehearsals is dependent upon the availability of the facility and staff.

Rate: You may use Oglethorpe University for your wedding or commitment ceremony for a flat rate of \$2,000 a day plus a refundable \$500 security deposit. If you have more than 300 guests attend, one additional security

guard is required for every additional 100 people. Each additional security guard is \$125 for four hours (four hour minimum). Additional hours are \$25 per hour, per guard. Additional gate and museum guards are also \$25 per hour, per guard. If your event is on an official University holiday, there will be an additional \$500 fee. Oglethorpe alumni will receive a discount off the flat rate.

Please understand that this is for space only and that Oglethorpe will not provide any other services unless agreed upon in a separate contract. Oglethorpe University is an active campus year-round and therefore you will need to be aware that your event will not be the only activity on campus. We affirm and support your special day but also must request that you be mindful of events as we will have asked them to do the same for you.

Oglethorpe University does NOT hold tentative dates. All event dates are first come, first serve, and are secured only by a signed contract with payment.

Cancellation Policy: Cancellation of an event after confirmation will result in forfeiture of fee paid. A seventy-five percent refund will be given if the date is rebooked.



Oglethorpe University
Questionnaire for
Wedding, Commitment Ceremonies, Rehearsals and Receptions

CONTACT INFORMATION

Name: _____

Address: _____

Telephone (Day): _____ (Evening): _____

(Cell): _____

Email address: _____

Date and time of ceremony: _____

Please give the **name and telephone number** of the following:

The person who will perform your ceremony: _____

Your florist: _____

Your photographer and/or videographer: _____

Musicians: _____

Event coordinator/consultant: _____

Limousine service: _____

EVENT DAY CONTACT: Please provide us the **name and cell phone number** of one person (Mistress of Ceremonies, event coordinator, friend or relative) who will attend your rehearsal and your ceremony, and who will be authorized to act on your behalf should the university staff need a contact during the time space reserved: _____



OGLETHORPE

UNIVERSITY

OGLETHORPE UNIVERSITY APPROVED CATERERS AND VENDORS

Peachtree Tents and Events
Special Event and Tent Rental
(and Wedding Coordination)
Trish Dryer @ 404-574-6655

www.peachreetentsandevents.com

BonAppetit
Denise Gilbert @ 770.394.1036

dgilbert@cafebonappetit.com

Below are approved after Bon Appétit has been given first right of refusal

AST Catering & Special Events
Steve Sullivan @ 770-491-7277 ext. 107

www.astatlanta.com

Dennis Dean Catering
Dennis @ 404-874-1717

www.dennisdeancaterong.com

Gloriosa
Keith Robinson @ 404-523-8077

www.gloriosa-atlanta.com

Low Country BBQ
James Nesmith @ 404-799-8049

www.lowcountrybarbeque.com

Proof of the Pudding
Sarah Thomas @ 404-892-2359

www.proofpudding.com

Please note: Prospective client names will be given to caterers unless requested otherwise.