

Weddings at Furman University

2017-2018 Information Packet



Looking for that magical place to hold your wedding –
a location where every detail fits together?

Look no further than Furman University...just minutes
from downtown, but clearly a world apart!



The Younts Conference Center

The Younts Conference Center is Furman University's premiere location for wedding ceremonies & receptions. The Georgian-style architecture, outdoor patios, and masterful landscaping provide a picturesque location for any event. Sitting on a secluded portion of Furman's 750-acre property & surrounded by ample parking, guests can comfortably celebrate the night away.

You will feel at home the moment you step inside the lobby, appointed with the antique Furman family Persian rug & plush seating. The welcoming area is a perfect first impression for wedding guests mingling, signing the guest book, placing your gifts while viewing a photo montage of the happy couple! Upon entering the ball room, high ceilings & tall windows let you take in the light & the views; lighting options & plantation shutters let you control the lighting as needed.

A Younts Conference Center includes the following for your event:

- ❧ 18' x 21' Portable dance floor
- ❧ Round banquet tables & chairs
- ❧ Cocktail tables
- ❧ Rectangular tables
- ❧ Labor for basic cleanup & room set up for the function space
- ❧ Guest book stand & portrait easel
- ❧ Bridal suite
- ❧ Flat screen TV for photo slideshows
- ❧ 2 beautiful outdoor spaces
- ❧ An event coordinator available during your entire event



Charles E. Daniel Memorial Chapel

Beautifully situated on Furman's campus, the Charles E. Daniel Memorial Chapel is ideal for a picturesque wedding ceremony. The Chapel has 27,000 square feet in the vaulted upper sanctuary framing a 2,900 pipe Fisk Organ, allowing for a maximum capacity of 350 guests. Upon descending into the lower level you come across a spacious bride's room, nearing the sunlit Garden Room and two conference rooms perfect for intimate gatherings or hosting your wedding party pre-ceremony. Large uniquely shaped windows, creative house lighting & exposed beams offer a classic appearance to the structure.

The Chapel is typically rented on Saturdays throughout the year in separate time blocks: 8:00-11:00am, 12:00-4:00pm, or 5:00-9:00pm. Your rental will also include a 1-hour rehearsal block on the previous day. On football game days, we are unable to host any weddings or events in the Chapel due to proximity to the stadium, tailgating & noise. Specialized blocks will be generated for Sundays, Lacrosse game days, as well as dates hosting other campus events.



A Furman Wedding Director is required to be a part of each wedding hosted at the Daniel Memorial Chapel. Upon request, a list of approved directors will be made available. Each offers a variety of services & will be able to accommodate as many or as few of your needs as required. Their rates begin at \$300.



Daniel Chapel is a place for **sacred** weddings. For purposes of this policy, sacred wedding ceremonies may include live sacred and/or classical music, both vocal & instrumental. Absolutely NO secular music is allowed to be performed in the chapel. All music used in chapel weddings must be performed live. Recorded music, including accompaniment for live performers, is not permitted. To protect the floor & furnishings of the chapel, the use of musical equipment such as amplifiers, speakers, drum sets & digital keyboards will not be permitted.



The wedding party may obtain the musicians themselves. To assist in your planning, Furman is pleased to offer you the advice & assistance of members of our outstanding music faculty. In such cases, contracts & fees will be negotiated by the wedding party & the musician(s), & the wedding party will pay the musician(s) directly. The wedding party may ask that a Furman music coordinator obtain a soloist or an ensemble for them. The wedding party is referred to the appropriate music coordinator by their wedding director, the staff of Conference & Event Services, or by Charles Tompkins.

For more information please contact us at younts@furman.edu & we will be happy to send detailed information regarding the policies & procedures.

Other Venues

Hartness Pavilion

Hartness Pavilion, located in the middle of campus, is a beautiful indoor venue ideal for smaller receptions. Enclosed by windows on three sides, it overlooks the rose garden and Furman lake and offers some of the most beautiful views on campus. It can accommodate up to 125 guests, and includes a flat screen TV, perfect for showcasing a photo slideshow of the bride and groom!



Cherrydale Alumni House

The Cherrydale House is perfect for intimate ceremonies and receptions. Situated at the highest point of Furman's campus, Cherrydale offers seclusion from the hustle and bustle of the main campus. Listed on the National Register of Historic Places, the Cherrydale Alumni House offers an elegant atmosphere. The attached patio and adjacent grounds also accommodate beautiful outdoor events settings.

Janie E. Furman Rose Garden

The Janie Earle Furman Rose Garden lends spectacular beauty to intimate, standing-only weddings. Featuring 800 rose bushes, a 19th-century gazebo & a charming fountain your photographer will capture beauty in every frame. Enter overhead & down the stairs or through the entrance by the lake, you are guaranteed to make a statement.



Bell Tower

The Bell Tower, a prominent symbol of Furman University, is a breathtaking ceremony location surrounded by the peaceful lake & mountains of the upstate. Standing room only, your guests can admire the bride walking down the shaded brick aisle alongside the graceful Furman Swans.

Basic Wedding Package & Rates

Whether you are an esteemed Alumnus, Greenville native or simply an admirer of our venues, Furman University can accommodate all your wedding needs in one convenient location. Voted Best Place to Say 'I Do' by Unique Venues in 2014, our breathtaking campus nestled in the foothills of the Appalachian Mountains lives up to that achievement. We are proud to offer the stunning Charles E. Daniel Memorial Chapel as an elegant ceremony location with The Younts Conference Center as a fitting counterpart for a grand & welcoming reception. Only a moment's drive or scenic walk between the two venues, your guests can make a smooth transition right into cocktail hour while the wedding party poses for photos around campus.

\$4,900 Price includes:






\$500	Refundable damage deposit
\$2,700	Reception at the Younts Conference Center (8 Hour Block)
\$1,700 *	Ceremony at the Charles Ezra Daniel Memorial Chapel (4 Hour Block)

*includes one hour for rehearsal scheduled for the night before
*Alumni rate is discounted to \$1,100, see guidelines below
*Rate is discounted to \$1,400 for 8:00am-11:00am block, see guidelines below

Due to popularity and frequency of requests, we are unable to hold dates. A date is not considered booked until a signed contract, half of the Younts rental fee, the entire fee for the chapel and full deposit are received. **We are also able to book either of these venues separately.**





The Younts Conference Center

Full day rate includes the exclusive use of the entire Younts Conference Center, including the Bridal Room, Heller Terrace and DeSantis Pavilion. If you are only interested in the Younts complex the Saturday rental rate is \$2,700 for a sliding eight (8) hour block of time. To guarantee a date reservation, a signed contract with half the rental of \$1,350 and a deposit of \$500 must be received. If you are interested in holding your rehearsal dinner or any other event at the Younts Conference Center, please contact the Younts Conference Center staff for more information.

-  All wedding receptions are billed at the Saturday rental rate, ask for week day promotions
-  A \$500.00 refundable deposit is required, unless a chapel deposit is paid for a wedding package
-  Additional hours beyond 8 hour block may be purchased for \$325/hr, dependent on availability
-  Weddings scheduled on Sunday during football season may not get a scheduled rehearsal the night prior
-  There are no alumni rates for Younts, the charges & deposit apply as shown

The Daniel Memorial Chapel

In order to receive the discounted Alumni Rate of \$1,100 for the rental of Daniel Memorial Chapel you must fall into one of the following categories: current Furman employees, children of current employees, Furman alumni, & the children & grandchildren of alumni. Otherwise, the standard rental rate is \$1,700. Both require an additional \$500 refundable deposit.

-  The standard 2017 Saturday time blocks are 8:00am-11:00am, 12:00pm-4:00pm or 5:00pm-9:00pm
-  Presence of an approved Furman Wedding Director is required for each ceremony & rehearsal
-  University organists are available for hire as all music played in the Chapel must be live
-  Pew Candle Staffs may be rented at an additional fee of \$500

Younts Wedding Policies

Outside Vendors & Deliveries

All the deliveries, decorating, the actual event & cleanup need to be done within the reserved eight hour block. The first and last hour of the block are designated for delivery/setup by outside vendors. All items that are brought into the building during the first hour must be removed the same day. That includes the DJ, any outside rentals of chairs, floral arrangements, etc. **If they are not removed, your deposit will not be refunded.**

Décor for your Event...

Candles may be used as part of your event décor, but they must be enclosed (votive, hurricane, lantern, floating, etc.). If you are in doubt of whether or not your candle qualifies as "enclosed," a Younts staff member would be happy to help you determine if it meets that criteria. The Younts Center does not provide any centerpieces or table décor for your event. The client is responsible for providing those items.





Audiovisual Equipment

Unlike most venues, the state-of-the-art audio visual equipment that The Younts Conference Center already has on site is yours to take advantage of at no extra cost. Each section of the ball room is equipped with a built-in CD, VCR, DVD & LCD projection with overhead screens to accommodate any Power Point presentation or slide show, which may be shown on one or all screens including the LCD screen in the lobby. All media must be tested in advance & to the Younts Center staff to assist your use of this equipment. If a DJ is not being used, a client may bring in their own CDs to play. The CDs may be played from the front desk or from inside the rooms. The client is responsible for supplying someone to play those CDs.

Additional Production Requests & Resetting of Younts

Please note that the rental fee of the Younts Conference Center is for one set up. Should you choose to have the room reset after a ceremony or additional fabric draping, lantern or light hanging an additional fee applies.

Reset of Shaw for Reception during Cocktail Hour: additional fee of \$250.00

-  Guest attendance is limited to 200 for ceremony in Shaw, 110 in a wing
-  If using the dance floor for the reception – it must be down during the ceremony
-  No chairs may be placed on the dance floor
-  Client is responsible for decorating the tables during the reset







If the cake must be moved, the client would be responsible for this

Reset of Patio Furniture on Heller Terrace: additional fee of \$100.00*

Removal of Lobby Furniture: additional fee of \$100.00*

Fabric Draping in Shaw Hall: additional fee of \$200.00*

Lantern Hanging: additional fee of \$50.00* for labor + \$5 per lantern hung








-  You are responsible for purchasing supplies (fabric, lanterns, etc.)
-  Supplies MUST be delivered to the Younts staff no later than one week prior
-  Instructions on lantern height/location must be finalized one week prior
-  Removal of draping/lanterns will not be affect your block time
-  The Monday following your event will be the earliest to pick up the items
-  Recommended Fabric Purchase: 60 ft x 4 pieces -or- 120 ft x 2 pieces

**Covers cost for installation prior and removal after event*








Bidding the Bride and Groom Goodbye...

Below are guidelines & approved items to be thrown to the bride & groom.

Ideas for bidding the Bride & Groom goodbye
(permitted outdoors only):

-  Rose Petals
-  Bubbles
-  Bells
-  Glow Sticks
-  Streamers or Wedding Wands
-  Pom Poms
-  Ecofetti or melt away rice

Items **not** permitted:

-  Sparklers are not permitted.
-  No use of helium-filled balloons
-  No animals allowed inside the building.
-  No birdseed or regular confetti, glitter.
-  No sky lanterns for release.
-  No rose pedals inside.
-  Horse & carriage are permissible, but horse must wear diaper.

Event Insurance

Client must obtain insurance coverage, at client's sole expense, with at least the required policies & minimum limits listed below and, no later than 30 days before the earliest date covered by this contract, must provide a certificate of insurance naming Furman as an additional insured under all required policies (shown below) for all dates covered by this contract. Potential providers of the required insurance coverage include client's homeowner's/renter's insurer & vendors such as these (provided for reference, but not endorsed or recommended by Furman):

EIIA:

<http://eiiia.org> - from this site's homepage, click the link for "Special Events." On the Special Events page, there are two links for class types (most receptions/social events are Class I) & Program Pricing.

Direct Event Insurance:

<http://directeventinsurance.com/> -from this site's homepage, click on the link for "Get a Free Quote" under *Planning an Event?*

Required Policies & Minimum Insurance Policy Limits

\$2,000,000 General Liability Aggregate	\$300,000 damage to premises rented to you
\$1,000,000 each occurrence	\$5,000 medical expenses
\$1,000,000 GL Products/Completed Operations	Host Liquor liability (required if alcohol is served)
\$1,000,000 GL Personal/Advertising Injury	Sexual Harassment/Abuse (required for youth events)

Refund & Deposit Policies

A deposit made in conjunction with rental of Furman facilities is refundable if no damage occurs, cleanup by the wedding party (and any vendors) is satisfactory, all Furman policies are followed & the wedding event(s) take(s) place entirely within the block(s) of time agreed to by Furman & paid for in advance.

If these conditions are met at **all** Furman venues, your deposit will be refunded within 30 days of your last wedding-related event. Damage, delay & extra cleanup needed at any Furman facility will result in Furman's retention of your deposit, plus charges for any additional time used & for cleanup & repair costs. Charges for damage, delay & cleanup are not assessed on a sliding scale; a deposit is either retained or refunded in whole.

If a reservation is cancelled within 72 hours of submission of your contract, a full refund of your rental charges & deposit will be given. If cancellation is made less than sixty days prior to the wedding date, your deposit will be refunded. All cancellations must be confirmed in writing in order for a refund to be processed.

Furman Catering

The Younts Conference Center boasts an on-site kitchen with full-service catering provided exclusively by Furman Catering. Start with hors d'oeuvres & a cocktail hour on the terrace or head straight into the ballroom for an intimate served meal of filet mignon with a low country crab cake or a buffet sure to leave them satisfied. The choice is completely up to you!

Furman Catering is ready to assist with every detail to ensure the success of your event. Our experienced chefs & staff can help develop a menu just for YOU! To discuss your food service needs for your event or set up a tasting, you may contact the Catering Office at (864) 294-3212.

Exceptions to the catering policy at the Younts Conference Center apply to wedding cakes & ice carvings. Individuals are allowed to have a wedding cake or an ice sculpture prepared & delivered to the Younts Conference Center for an event.



Furman University Alcohol Policy

General Provisions Regarding the Consumption & Possession of Alcohol:

Furman confirms its policy that consumption of alcoholic beverages by individuals is prohibited in all locations on campus except as follows:

- **Cherrydale Alumni House**
- **Ellison Pavilion at the Furman University Golf Course**
- **Timmons Arena**
- **DeSantis Pavilion**
- **White Oaks**
- **Younts Conference Center**

Service of alcoholic beverages will be permitted only for catered or special group events approved by Furman University in those locations. Furman students who have attained legal drinking age will be allowed to consume alcoholic beverages, at the above specified locations, during special group events that are specifically approved & regulated pursuant to procedures that seek to ensure safety, discipline, responsible behavior & compliance with legal prohibitions against underage drinking. All events which are authorized for alcohol consumption must be coordinated by Furman Catering Service or other professional catering service.

Aiding & abetting in the sale or transfer of alcoholic beverages to any person under the age of twenty-one years old is prohibited. Any individual consuming or possessing alcohol must have a valid picture identification card on his or her person proving that he or she is 21 years of age or older.

Reservation Information

Office of Younts Conference Center & Summer Programs

Call: 864-294-2390 or Email: younts@furman.edu

Tony McGuirt, Director
Lauren Blum, Event Coordinator
Hillarie Brown, Event Coordinator

tony.mcguirt@furman.edu
lauren.blum@furman.edu
hillarie.brown@furman.edu

