

Your Guide to Planning
WEDDINGS

with 1885 EVENTS at Rollins College





The oldest recognized college in the state of Florida, the 80-acre campus features distinctive Spanish-Mediterranean architecture and was named the No. 1 Most Beautiful College Campus by The Princeton Review, 2015-2016, and one of the 50 Most Amazing College Campuses by The Best Colleges, 2011-14. Rollins offers a banquet hall and wedding chapel. The newly renovated campus is surrounded by beautifully landscaped gardening areas and steeped in educational history. With two traditionally designed state-of-the-art facilities that are ideal for wedding ceremonies and receptions,

couples can create long-lasting memories that they and their guests will remember for many years to come.

Rollins College is located in Winter Park, Florida, an attractive and historic residential community adjacent to the city of Orlando. The award-winning campus is situated on the shores of beautiful Lake Virginia and adjacent to the first-class dining, shopping, and entertainment options of Winter Park's famous Park Ave. For couples and guests traveling from further afield, Orlando International Airport is approximately a 30-minute drive away.



Photographer: DreamtownCo.

EVENT VENUES



Photographer: Sydney Marie Photography



Photographer: DreamtownCo.



Photographer: Kristen Weaver Photography

Knowles Memorial Chapel

Built-in 1932 and listed on the National Register of Historic Places, Knowles Memorial Chapel provides a picturesque setting in a venue that exudes class and precise elegance. The Chapel features breathtaking stained-glass above the altar, incredibly detailed high-ceilings, a large organ, and more. The neutral colored pillars and wooden altar area embraces a religious atmosphere while creating a bright space that allows couples to decorate the chapel to best suit their style and chosen theme color. The Chapel can seat a maximum of 464 guests.



Photographer: Meche Austin Photography



Photographer: Scott Cook



Photographer: Meche Austin Photography

Rice Family Pavilion, Rotunda, and Mary Jean Plaza/Lawn

Originally built in 1942, the room has been re-purposed as a wedding reception and banquet hall location. While maintaining its nostalgic charm, the pavilion features a glorious arched ceiling and large windows that allow natural light to flow throughout the room. Rice can accommodate up to 220 without a dance floor and 170 with a dance floor.



Photographer: Sydney Marie Photography.



Photographer: Meche Ausina Photography



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RATES & AVAILABILITY

Weddings can be reserved one year in advanced.

Rice Family Pavilion

Must book Rice Family Pavilion for rehearsal dinner, reception or farewell brunch to reserve Knowles Memorial Chapel.

Last two weekends of August – May (peak season)

Unaffiliated with Rollins

Saturday rental	\$3,750 rental + tax
Friday or Sunday rental	\$3,250 rental + tax

June – first two weekends of August (off-peak season)

Unaffiliated with Rollins

Saturday rental	\$2,800 rental + tax
Friday or Sunday rental	\$2,450 rental + tax

Wedding Bundle pricing

Knowles Memorial Chapel (Saturday Ceremony) + Rice Family Pavilion
(Friday – Sunday, welcome reception, rehearsal dinner, reception, or farewell brunch)

Last two weekends of August – May (peak season)

Unaffiliated (non-alumni)

Saturday rental	\$4,750 + tax
Friday or Sunday rental	\$4,250 + tax

June – first two weekends of August (off-peak season)

Unaffiliated (non-alumni)

Saturday rental	\$3,800 + tax
Friday or Sunday rental	\$3,450 + tax

FOOD & BEVERAGE

1885 Events Catering shall be the sole provider of any food or beverages (including alcoholic beverages) required by the event. Catering needs, must be arranged through 1885 Events Catering. 1885 Events Catering requires a 70% deposit two months prior to the event, with remaining balance due within a week after the event. If an event is canceled less than 14 days prior to the event, the Client will be charged a 50% cancellation fee of their entire bill. Client agrees to pay for services reserved/rendered based on the conditions stated therein.



Alcoholic beverages may not be sold or served on the College campus by the Client or Client participants or guests. All alcoholic beverages must be served by 1885 Events Catering, and consumed in designated areas only.

Arrangements with third party vendors must be approved by 1885 Events Catering and must be made by the client and communicated to 1885 Events Catering at least two weeks prior to the event.

- Buffets and Stations are displayed for a maximum of 2 hours or additional fees will apply
- Plated dinners include larger portions than plated lunches
- Vegetarian options and other dietary requirements will be provided on request at no additional charge
- For a pre-selected choice of up to 3 entrees, the highest menu price applies, all entrees will have the same sides and the counts for each are due 10 days prior to event
- For table-side choice of up to 3 entrees, the highest menu price plus 25% applies and all entrees will have the same sides
- Guarantees for stations and buffets must be for the full attendance unless they are paired with a lunch or dinner menu
- A minimum of 2 stations must be selected unless they are paired with a lunch or dinner menu
- Action Stations require a chef attendant, \$120 per Chef, per 4-hours
- Please provide any dietary restrictions 10 business days prior to event
- Final guarantee is due 5 business days prior to event.
- Signed banquet event order is due 10 business days prior to event
- All food & beverage subject to 6.5% Sales Tax
- All vendors must be approved by 1885 Events and they must adhere to the vendor policies

POLICIES & GUIDELINES

for Knowles Memorial Chapel & Rice Family Pavilion

Scheduling & Refunds

Wedding dates can be confirmed only after regular chapel services and college functions are scheduled. We will not book any weddings more than 12 months in advance starting on the first date of the month desired. Weddings are not held on major college weekends or during official recesses during the academic year. The wedding deposit is non-refundable. In case of a postponement or change of date, we will apply a previously paid deposit to another date. In case of a natural disaster, the College reserves the right to close the campus and reschedule the wedding to a future date or refund any payments already made.

Event Coordinator

An event coordinator is required to be hired by the hosting party. The name and contact information of the event coordinator is due upon return of the signed contract. The event planner must always be present, from the time the building is opened until the building is closed. 1885 Events staff member is responsible for accurate communication for event needs through Rollins' Catering, Campus Safety, Facilities, Information Technology, and other exclusive vendors.

Event Insurance

Rollins College requires liability insurance from third parties wishing to use College facilities for meetings, conferences, seminars, weddings or other special events. The required coverage is one million dollars combined bodily injury and property damage coverage, naming Rollins College as additional insured. The Client is to be insured for the period of the event or program, and the Certificate of Insurance so described must be filed with the College at least sixty (60) days prior to the earliest date identified above. Name of insured on Certificate of Liability Insurance must be the same as the client name on the Event Contract.

Event Privacy

Rollins is an open campus. Please note students and other community members may be walking by or near your wedding ceremony and/or reception site.

Smoking

Rollins has designated smoking areas on campus. The closest smoking area near the Chapel is immediately West of the building near Chase Avenue. The closet smoking area to the Rice Pavilion is immediately South of the building, East of the tennis courts.

POLICIES & GUIDELINES

for Knowles Memorial Chapel

Music

The chapel organist can be reserved at a separate fee of \$250. Music selections will be sent to the couple one month before the wedding by the Chapel Supervisor. If there are any questions about a particular piece of music, the chapel organist is the final word on whether it will be allowed. The use of instrumentalists or a vocalist must be discussed and approved with the Chapel Supervisor.

Officiants

The couple must provide their own officiant, whether minister or priest. No notaries or judges are permitted to perform ceremonies in the chapel. The wedding rehearsal is conducted by the officiating minister/priest and is set for the Friday evening before the wedding.

Chapel Policies

1. No food is allowed in the dressing areas. However, bottled water and sodas may be brought in.
2. No alcoholic beverages of any kind are allowed on chapel premises.
3. Tossing of rice, birdseed, confetti or flower petals (real, silk, or artificial) is strictly FORBIDDEN inside and outside the chapel.
4. Aisle runners are not permitted.
5. Makeup artists and/or hairdressers are not allowed in the bridal room except for touch ups before the bride goes to the front of the Chapel.
6. Florist may not use tape on the pews or woodwork for any arrangements.
7. Receiving lines are not permitted at the end of the ceremony.
8. NOTHING may be hung or placed on the wood front doors of the chapel.

Vendors

Photography

No flash photography is permitted during the ceremony except of parents, grandparents and each attendant etc. on entering the chapel, and of the bride and her escort and lastly of the couple as they leave the altar at the end of the ceremony. Once the ceremony has begun, the photographer is not permitted to walk around the chapel or in the chancel area. The photographer must remain in the back of the chapel or take photos from the balcony. After the ceremony, the photographer has 30 minutes to complete taking pictures in the chapel. The chapel supervisors will advise when that time is nearly up. It is best to take as many pictures as possible before the ceremony.

Videography

The chapel is not designed to accommodate videotaping but it is permitted. Videographers are not allowed in the chancel. Two locations for the cameras are possible: the balcony and the opening from the ambulatory into the chancel. The Chapel Supervisor will show the appropriate locations. There is to be no moving around in the chapel once the ceremony has begun.

Florist

Florists may not use tape on the pews or woodwork for any arrangements. Flower peddles are prohibited inside and outside. Flowers girls may not toss real, silk, or artificial flower petals.

POLICIES & GUIDELINES

for Knowles Memorial Chapel

Timing

Florists can set up as soon as the prior wedding leaves, the 1:00 wedding they can set up earlier. Photographer/videographer usually arrive just before the wedding party does. Seating starts about 30 minutes before the ceremony. Bridal party arrives at the chapel usually 30 minutes before the ceremony. Musicians arrive 30 to 45 minutes before the service, this can depend on if there is a rehearsal needed before with soloists etc. The organist will play the prelude music 15/20 minutes before, while guests are being seated.

Payment

\$200 deposit is due 30 days from booking to hold the space. The remaining balance is due 60 days prior to the event date. The balance must be presented as a non-refundable balance payment.

POLICIES & GUIDELINES

for Rice Family Pavilion

Timing

Standard rental includes a 5-hour reception, inclusive of cocktail hour. In addition, 3 hours for setup and 2 hours for breakdown is allotted for any vendors you choose to hire. All events/receptions must end by 11 p.m.

Vendors

A preferred vendor list is available upon request. Vendors are allowed to arrive 3 hours prior to the event to set up. If more time is needed please arrange with an 1885 Events Team Member. Please notify an 1885 Events Team Member if specific load-in/ load-out is required.

Decor

Glitter, confetti, sparklers, candle sticks, and uncovered candles are prohibited. For grand exit, please provide your own glow sticks, bubbles, or ribbons. Painters tape can be used however, no nails, drilling, etc. If you would like to propose an alternative option, please consult with an 1885 Events Team Member prior to event.

Payment

50% of the proposed facility rate is due 30 days from booking to hold the space. The remaining 50% is due 60 days prior to the event date. If the event is cancelled, the 50% deposit will not be refunded. Cancellation of the event with less than two weeks notice will result in the loss of all prepayments.

