



KNOX COLLEGE
59 St. George Street
Toronto, ON M5S 2E6

WEDDING PACKAGE

Knox College Chapel is available for weddings of persons of which the bride-elect or the prospective groom is a member of one of the following **CHRISTIAN** denominations, i.e. the denomination must hold membership in the Canadian Council of Churches, the Toronto Catholic Conference of Bishops or the Evangelical Fellowship of Canada. Each request is subject to approval upon application.

APPLICATION PROCEDURE

Any inquiry regarding availability of the Chapel facilities should be directed to the Assistant Manager of Facilities at 416-978-0168 between 10:00 am and 6:00 pm Monday to Friday or by email knox.residence@utoronto.ca. A written application form must be completed and submitted to ensure consideration of your request. The Knox Chapel and grounds can be viewed at our website: www.utoronto.ca/knox.

FEES

The fee for using the Chapel for a wedding, including rehearsal, is \$1000.00 plus \$130.00 HST (\$1130.00). Cheques should be made payable to "Knox College" and mailed to the attention of Residence Office. A \$100.00 non-refundable deposit must accompany the application. If, for any reason, your application is not approved, the \$100.00 will be refunded.

For Knox and Ewart faculty, staff, students, residents, alumnae and their children there will be a 25% discount (\$750 plus \$97.50 HST = \$847.50) for using the Chapel for a wedding. This also applies to Presbyterian ministers and employees of the Presbyterian Church in Canada.

MARRIAGE PREPARATION COURSE

One of the best investments a couple can make in their marriage is a well-designed marriage preparation program. Studies have shown that those who take these pre-marital courses have significantly fewer post-wedding problems. The Chaplain will explain the programs available.

MUSIC

Knox College can provide an organist who is available to play for weddings booked in the Knox College Chapel. If you would like Knox College to provide this service for your wedding, please enclose a cheque for \$209.05 (\$185.00 plus \$25.05 HST) made payable to "Knox College" and the organist will contact you directly. There will be an extra charge if you request the organist at the rehearsal.

The organist's fee is to be paid at the same time as the non-refundable deposit for the Chapel.

Please be advised that the renter is responsible for ensuring that he/she obtain all the necessary copyrights (should they be required) for music that is copied and will be used during the ceremony.

HOURS

Each wedding is allowed a maximum of three (3) hours on site. One (1) hour before the service begins is used typically for decoration and seating of guests. The ceremony begins at the time indicated on the letter of confirmation and the two (2) remaining hours are for the ceremony and picture taking.

The Chapel is available for weddings on:

Fridays at: 5:00pm (4:00pm - 7:00pm)

Saturdays at: 11:00am (10:00am - 1:00pm)
2:00pm (1:00pm - 4:00pm)
5:00pm (4:00pm - 7:00pm)

Chapel capacity is 300 (250 in main floor and 50 in balcony).

The College is closed on Sundays.

The wedding rehearsal will normally be scheduled on Thursdays or Fridays prior to the wedding. Rehearsals are approximately 30 to 45 minutes. There may be more than one rehearsal scheduled for an evening therefore rehearsals are restricted to the allotted time.

Due to the number of requests for the Chapel, it is essential that each wedding start on time in order not to inconvenience the next wedding party.

CLERGY

The College Chaplain or their designate is available to officiate at weddings. If you regularly attend church and would like your own minister to conduct your service, please contact the Chapel Rental Office at 416-978-0168 with your request. Persons being married in the Chapel are entitled to have their own clergy perform the ceremony provided the clergy is of a denomination that holds membership in the Canadian Council of Churches, the Toronto Catholic Conference of Bishops or the Evangelical Fellowship of Canada. The clergy must be ordained and licensed by the Province of Ontario. The bride and groom should arrange the chaplain's fee and the order of service with the officiating clergy. If you have any concerns or questions, please do not hesitate to call and speak directly to the Chaplain at 416-978-2785.

MARRIAGE LICENSE

Each couple is responsible for obtaining their marriage license and ensuring that they meet its legal requirements. No ceremony can be conducted without a valid license. The marriage license should be brought to the wedding interview and given to the minister.

MARRIAGE REGISTER

Knox College has its own Marriage Register. Marriages performed in the Knox Chapel must be registered in the Knox College Marriage Register. The Wedding Coordinator will make available the Marriage Register, to the officiating minister the evening of the rehearsal, for the minister to complete the necessary information required to validate the marriage. If your minister is not familiar with Knox College, then they should be advised of this procedure. A table will be provided at the front of the Chapel for the signing of the Register. **You may not sign the Register on the Communion Table.**

PHOTOGRAPHY

The extent of photography and videotaping during the wedding service is left to the discretion of the officiating clergy. Please keep in mind that your wedding ceremony is a solemn, sacred service. Please introduce your photographer to your minister before the service so that photographic arrangements can be discussed.

No one is permitted in the organ gallery, only the organist. It is suggested that the photographer arrive $\frac{1}{2}$ hour before the service and consult with the minister.

Only weddings conducted in Knox College Chapel are permitted to use the College property for photographs.

Please be advised that any filming, videotaping or other photography by any means taken on the Knox College property, by the couple, any member of the wedding party or the respective families, or guests or any employed photographer, is solely for personal use and will not be used in any commercial activity.

CONFETTI

No throwing of rice, flower petals, confetti or birdseed, etc. is permitted inside the College building or on the College property. There will be a \$100.00 plus 5% GST (\$105.00) clean-up fine charged when anything is thrown.

PARKING

No parking is available at Knox College.

Parking (pay and park) is available around King's College Circle, on St. George Street and in the parking lot south of the College. Entrance to the parking lot is via Galbraith Road and on St. George Street. It is important to display the parking ticket on the dash of the vehicle as the University of Toronto Police patrol regularly and issue tickets. This applies to the bride's car as well. Inquiries regarding U of T parking should be directed to 416-978-2336.

FLOWERS AND DECORATIONS

Flowers may be used in decorating the chapel; however, **they are not permitted on the Communion Table**. Please make sure that your flowers are delivered on time. The Wedding Coordinator will be happy to assist in placing them. The wedding party is responsible for placing and removing any pew decorations. Please arrange to have the flowers removed immediately following the wedding.

Pew decorations should be tied, elasticized onto or hooked over the ends of the pews. **Please do not use thumbtacks or any kind of tape**. The pew ends are 16 $\frac{1}{2}$ inches wide.

Only **dripless** candles may be used on a limited basis with permission. **Dripless** candles are permitted on the Communion Table. Pew candles may only be used if they are the type enclosed in glass chimneys used by floral companies and are securely fixed. The College does not provide candles or a unity candle stand.

RECEPTIONS

Knox College has excellent dining facilities, which may be suitable for your reception. Please contact the Residence Office at 416-978-0168 or by email knox.residence@utoronto.ca for details. External catering companies are not permitted to cater functions at the College.

WEDDING COORDINATOR

Couples reserving the Knox College Chapel for their wedding also receive the services of a Wedding Coordinator, who will be present at both the rehearsal and the wedding. The Wedding Coordinator will provide the Knox Marriage Register, set up candleholders, 2 floral pedestals (4' high, 10" base) and altar cloths. This person is also available to assist the officiant in the service by arranging the bridal procession.

The Wedding Coordinator will also ensure that the building is open, the sound system is operational, rooms for the groomsmen and bridal party are accessible, and that the chapel is presentable for the service. The Wedding Coordinator will attempt to accommodate the couple's needs and requests for their wedding, however, any work extending beyond the time booked for the rehearsal (45 minutes) and the wedding (3 hours) will have an hourly rate charged to it.

SOUND SYSTEM

There is a pulpit microphone and stand-mounted microphones. The Wedding Coordinator will set these up as required. There is also a CD player available. Please advise the Wedding Coordinator at your rehearsal of your needs.

OTHER INFORMATION

Knox College, built between 1912-1915 has been designated a Heritage Building and as such is subject to periodic restoration of its exterior.

Smoking is only allowed in designated areas.

DIRECTORY

Chapel Rental Office.....	416-978-0168
Email	knox.residence@utoronto.ca
Chaplain	416-978-2785
Knox College Food Services Inquiries.....	416-978-0168
University of Toronto Parking Services	416-978-2336
Permit to take wedding pictures on U of T grounds	416-978-2187