



THE CHEMUNG COUNTY HISTORICAL SOCIETY, INC.  
415 E. Water Street, Elmira, NY 14901 (607) 734-4167 FAX (607) 734-1565

## APPLICATION FOR RENTAL OF LAWRENCE CHAPEL, ODESSA, NEW YORK

To the Chemung County Historical Society, Inc., 415 East Water Street, Elmira, New York 14901 (hereafter called CCHS)

**I,** \_\_\_\_\_ **of:** \_\_\_\_\_  
(Name) (Please Print) (Street)

\_\_\_\_\_  
(City) (State) (Zip) (Area Code – Telephone)  
do hereby apply to the CCHS for rental of the Lawrence Chapel (hereafter called Chapel) at Odessa, New York for a:  
1) Wedding 2) Other (please specify) \_\_\_\_\_

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Officiating Person:** \_\_\_\_\_

**Bride's Name** \_\_\_\_\_

**Bride's Address:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**Groom's Name:** \_\_\_\_\_

**Groom's Address:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

***I agree to the following:***

- To see that the Chapel and property grounds are respected as a religious site and conduct the above activity in a decorous manner.
- To clean up all litter or debris on the premises after activity.
- To pay for any damage or vandalism to the premises done by any person in attendance. To make no physical changes or alterations to the facility, i.e. no painting, scotch tape to painted surfaces, etc, that would alter or change the appearance/condition of the facility. Do not move the wall lamps from their brackets.
- To not alter, substitute, nor introduce heating or cooling units to the facility. No confetti or other flammable materials to be used on the premises.
- To pay a fee of \$15.00 per event if heat is required.
- To use no portable signs, unless by permission of the Board of Trustees.
- To cut no trees, grass, shrubs, vines, etc.
- To bring no equipment, furniture, machinery, tents, etc. onto the property, unless by permission of the Board of Trustees.

Access to the Chapel will be through either Mr. or Mrs. Ron Havens, caretakers, 607-594-3529. **After 7 p.m.**

Please sign and return TWO copies of this contract to the CCHS. Application must be accompanied by a check for \$500.00 (\$450 plus \$50 refundable security deposit); add additional \$15.00 if heat is required; payable to the CCHS. If the key is not returned on the day of the wedding, a \$10 fee will be deducted from the \$50 security deposit. This fee includes cleaning and preparation of the site by the caretaker for your usage. This usage fee is used for the sole purpose of care and maintenance of the Lawrence Chapel and property. Reservation is not confirmed until full payment is received. In the event of a cancellation, 90% of rental fee is refundable up to 30 days prior to the date of wedding. A request for a refund must be made in writing to the CCHS.

How did you hear about Lawrence Chapel? \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Information about LAWRENCE CHAPEL

- o Owned and Operated by CCHS
- o Located on Route 228 between Odessa & Mecklenburg in Schuyler County
- o Built in 1880

CAPACITY

- o Comfortably seats 120 people
- o 24 pews

AMMENITIES

- o There is an antique pump organ that is useable
- o NO PARKING on the property (visitors must park along the highway)
- o NO RESTROOMS
- o Light is by kerosene wall lamps
- o CANDLES are not allowed

RENTAL INFO

- o Available to rent from mid-April through mid-October
- o Fee is \$450 PLUS a \$50 refundable security deposit.
- o If heat is required there is an additional \$15 fee
- o Chapel reservation is secure when CCHS receives the completed contract and FULL PAYMENT of \$500  
**(NOT SECURED WITHOUT PAYMENT)**
- o **To see the Chapel contact caretakers Ron and Marnie Havens 594-3529. After 7:00 p.m.**
- o Potential renters may get copy of contract from the Havens or CCHS



QUESTIONS OR CONCERNS DIRECTED TO:

CCHS 607-734-4167  
(during business hours)

Or

The Havens 607-594-3529  
(After 7 p.m.)