

Williams College Conference Office

Wedding Services Questionnaire

Contact(s) Name(s): _____
Billing Address: _____ Phone (day): _____
_____ (evening): _____
_____ Email Address: _____

Couple to be married: _____

Estimated attendance: _____ Estimated number of cars expected: _____

Function to be held at Williams:

- (check one) Wedding Ceremony
 Wedding Reception
 Ceremony and Reception

Please List Preferred Date and Time(s):

SITE LOCATIONS:

Please check the box of the Preferred Reception and/or Ceremony site below:

Possible Reception Sites

(dependent on Conference schedule):

The preferred reception site is Cole Field, where there is ample parking and access to electricity.

- Cole Field (behind Poker Flats)
 Center for Development Economics
 Currier House Ballroom
 Perry House
 Spencer House
 Tyler House

Possible Ceremony Sites

(dependent on Conference schedule):

- Chapin Hall
 Cole Field (behind Poker Flats)
 Center for Development Economics
 Currier House Ballroom
 Jewish Religious Center
 Perry House
 Spencer House
 Thompson Chapel
 Tyler House

TENTS:

Most receptions will require renting a tent. In order to place a tent on College property, the following must be completed at least ten days prior to the event, so that the area can be pre-marked for digging. Tent permits from the Town of Williamstown are also required prior to installation of a tent on College property.

Tent Location: _____
Set up day/time: _____
Removal day/time: _____

I hereby authorize Williams College to pre-mark the area on Williams College property where a tent will be installed on the above date. I agree to pay any and all charges incurred as a result of work done by the College in connection with above tent installation.

Signed: _____

CATERING SERVICES:

If you have already booked a caterer for your event, please list the catering company, a contact name, address and phone number. Please keep in mind that your caterer will **not** have access to College kitchen facilities, must carry insurance, and must comply with the Guidelines for Caterers Using Williams College Property. If liquor is being served, you are responsible for adhering to all local and state alcohol beverage control laws. This may require obtaining a liquor license from Williamstown (cost \$200), unless you can provide documentation that your caterer holds a liquor license and has Liquor Liability Insurance.

Catering Company: _____ Address: _____
 Contact Person: _____
 Phone Number: _____
 Serving liquor? No Yes If Yes, please enclose necessary documentation (above).

If you are interested in using Williams College catering services, please contact Jeanette Kopczynski, the Assistant Director of Catering, at 413/597-3206 or Jeanette.Kopczynski@williams.edu.

RENTAL ITEMS & SERVICES:

The College has 8-foot folding tables and metal folding chairs available for rent for wedding receptions. If you use Williams' Dining Services as your caterer, they will place the order with our Facilities Department for the setup. If you have an outside caterer, the Conference Office can make arrangements for the setup. Rental charges for tables and chairs will be added to your fee.

If you're interested in renting tables and/or chairs for your event, please check this box:

If you would like more information about Area Wedding Services, please check the box next to the service(s) below and we will mail you a list of contact information. *NOTE: These are not referrals.*

- Tent Rentals Caterer Listing Area Hotels, Motels and B&Bs
- Music Providers Area Restaurant Guide Portable Toilet Rentals

Deliveries:

If flowers (or any other items) will be delivered for your ceremony and/or reception, please provide us with the details below (delivery company, item, day(s) and time(s)):

ELECTRICITY AND POWER REQUIREMENTS:

The maximum amount of power that the College can provide for your band, caterer, and lighting, etc. is 100 Amps. If your event requires more electricity, you will need to supply a generator to accommodate your power needs (if a generator is used, the College will not supply 100 Amps).

Choose one: We'll use the College's 100 Amps of power. We'll bring our own generator.

PARKING AND ACCESS:

Each reception/ceremony site has a specific parking area available for social event use. Please refer to the list below for the parking lot assigned to a particular site:

<u>Location:</u>	<u>Parking Lot Designation:</u>
Chapin Hall	Thompson Chapel Lot or Lower Stetson Lot
Cole Field (behind Poker Flats)	Poker Flats/Thompson House Lot
Center for Development Economics	CDE Lot (7 spaces)
Currier House Ballroom	Thompson Chapel Lot or Lower Stetson Lot
Dodd House	Thompson Chapel Lot or Lower Stetson Lot
Jewish Religious Center	Perry/Brooks Lot
Perry House	Perry/Brooks Lot
Spencer House	Brooks Lot
Thompson Chapel	Thompson Chapel Lot or Lower Stetson Lot
Tyler House	Tyler Lot (21 spaces)

If you select a House site for your ceremony/reception and plan to use the first floor of the building for changing clothes and using the bathrooms, you will need to sign out a magnetic access card, which is supplied by the Conference Office.

Please check this box if you will require a magnetic access card for your event:

DAMAGES:

Please note, if lawns are damaged at a House site, even if due to weather, the contracted labor charges for repairs will be added to the bill.

INSURANCE REQUIREMENTS:

Williams College requires a one-day umbrella insurance policy (minimum of \$1,000,000 combined single limit for bodily injury and property damage on a per occurrence basis) for all social event clients. The policy must name "The President and Trustees of Williams College" as an additional insured for the day of the event. Insurance documentation must be received no later than one month in advance of the event date. *(For catering insurance and liquor license information see "Catering Services" above.)*

FORM SUBMISSION:

Once this form has been completed, please return it (with all accompanying documentation) to:

Dawn Wellspeak, Conference Office Secretary
Williams College Conference Office
P. O. Box 116
Williamstown, MA 01267