

EGREMONT FACILITY RENTAL – WEDDINGS
19850 DEVONSHIRE ST.
CHATSWORTH, CA 91311

Wedding Supervisor, Nancy Giron
818-363-7803
ngiron@egremont.org



Ceremony Only

Egremont Great Lawn (300 to 400 guests)
10 a.m. to 4:30 p.m. - \$1,500*

Vivian Kee Lecture Hall (240 guest maximum
depending on set-up)
10 a.m. to 10 p.m. - \$1,500
(5 hour maximum ceremony period)

Ceremony with Reception

Lawn and/or Lecture Hall
10:00 a.m.-5:00 p.m. = \$3,000*
(5 hour maximum ceremony period)

****Rental fee includes installation of Rola-Trac to protect the lawn from damage caused by tables, chairs, and foot traffic.***



No Frills, No Fuss Ceremony

10 a.m. to 5 p.m. - \$550

(No venue reserved. No set-up. Limited to 20 people or fewer including bride and groom.)

GARDEN WEDDING GUIDELINES

- The preferred dates and venue(s) can be reserved with a deposit equal to 50% of the rental cost and a signed agreement. If unforeseen circumstances result in a cancellation of the event, the full deposit will be refunded if the ESI wedding supervisor is notified with at least 120 days notice. One-half (1/2) of the deposit will be refunded if cancelled within 90 to 120 days. Inside the 90 day window, the deposit is non-refundable.
- Absolutely no smoking is allowed in any Egremont School venue
- Designated times for rehearsals, ceremonies, and receptions will be strictly enforced.
- All details relating to the wedding ceremony and/or reception must be conveyed to the Egremont School wedding supervisor at least two weeks prior to the scheduled event. This includes names of florists, caterers, the wedding planner, and the officiant.
- Absolutely no glitter or confetti is allowed in any Egremont School venue.
- If flower attendants drop petals preceding the bride's walk down the aisle, no matter which venue is being used for the ceremony, it is the responsibility of the wedding party to remove the petals at the conclusion of the ceremony or before departing the Egremont.
- The only celebratory item that can be thrown during the departure of the bride and groom is bird seed or wildflower seeds. Other options include a bubble machine or flower petals.



**** The wedding supervisor is an employee of Egremont Schools, Inc. and should not take the place of a wedding planner. Supervisor responsibilities include event set up and tear down, coordination among florists, caterers, and other vendors. The wedding planner is the responsibility of the wedding party.***

EGREMONT SCHOOL WEDDING POLICIES

Food/Beverage

Food service must be provided by a preferred Egremont Schools, Inc. caterer, licensed by the State of California and with the required tax permits and liability insurance coverage. Wedding cakes and punch are the only exceptions.

Alcoholic Beverages

The use of alcoholic beverages must be approved by the ESI wedding supervisor. Security may be required, at the expense of the wedding party. Alcohol may be served, but not sold. Egremont accepts no liability for the actions of the group or its guests at alcohol-related events.

Equipment Rental & Labor

Additional equipment rental above and beyond the standard 100 guest set up must be arranged with the ESI wedding supervisor. Labor for set up or break down must also be contracted by the wedding supervisor. A complete equipment rental list will be provided upon request.

Music

Acoustical music is always welcome in the school setting. Strings and wind instruments can add to the enjoyment of the day. Taped and amplified music must not distract or be offensive to non-wedding visitors to the school or be unreasonably loud for our neighbors.

Smoking

Egremont School is a smoke free, litter free establishment. This policy is strictly enforced.

Clean-Up Fee

If rented venues are not left clean and litter-free as determined by the wedding supervisor, an additional \$100 clean-up fee will be assessed and invoiced.

**** The School Superintendent will determine how many additional man-hours are necessary for set-ups requiring more than the standard one hour set-up and one hour break-down per 100 guests.***