Williams College Conferences and Events 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
□ Rehearsal Dinner

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):

□ Cole Field (behind Poker Flats)
□ Center for Development Economics
□ Perry House
□ Spencer House
□ Tyler House

Possible Ceremony Sites (dependent on Conference schedule):

□ Chapin Hall
□ Cole Field (behind Poker Flats)
□ Center for Development Economics
□ Perry House
□ Spencer House
□ Tyler House

Religious Sites - must be confirmed through the Williams College Chaplain’s Office:

□ Thompson Memorial Chapel
□ Jewish Religious Center

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 a “Dig Safe”. Tent permits from the Town of Williamstown are also required prior to installation of a tent on College property; the client or client’s tent rental company is responsible for initiating the tent permit process with the Town.

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 the Town of 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:

<table>
<thead>
<tr>
<th>Location</th>
<th>Parking Lot Designation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapin Hall</td>
<td>Thompson Chapel Lot or Lower Stetson Lot</td>
</tr>
<tr>
<td>Cole Field (behind Poker Flats)</td>
<td>Poker Flats/Thompson House Lot/Mission Park Lot</td>
</tr>
<tr>
<td>Center for Development Economics</td>
<td>CDE Lot (7 spaces)</td>
</tr>
<tr>
<td>Jewish Religious Center</td>
<td>Perry/Brooks Lot</td>
</tr>
<tr>
<td>Perry House</td>
<td>Perry/Brooks Lot</td>
</tr>
<tr>
<td>Spencer House</td>
<td>Brooks Lot</td>
</tr>
<tr>
<td>Thompson Chapel</td>
<td>Thompson Chapel Lot or Lower Stetson Lot</td>
</tr>
<tr>
<td>Tyler House</td>
<td>Tyler Lot (21 spaces)</td>
</tr>
</tbody>
</table>

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 Conferences and Events 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 Assistant  
Williams College Conferences and Events Office  
60 Latham Street  
Williamstown, MA 01267