



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

## WEDDING PACKAGE

The Knox College Chapel is available for weddings. The Minister officiating the ceremony must be 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 Knox Booking Office at 416-978-0168 between 9:00 am and 5:00 pm Monday to Friday, or via email at [knox.bookings@utoronto.ca](mailto:knox.bookings@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.knox.utoronto.ca](http://www.knox.utoronto.ca).

### FEES

The fee for using the Chapel for a wedding, including rehearsal, is **\$2,000.00 plus \$260.00 HST (\$2,260.00)**. Fill out the application and scan it back to the Knox Booking Office. You will be sent via email a fillable credit card form for the \$200.00 non-refundable deposit. If, for any reason, your application is not approved, the \$200.00 will be refunded.

For Knox and Ewart faculty, staff, students, residents, alumni/ae, and their children, there will be a 25% discount (\$1,500.00 plus \$195.00 HST = \$1,695.00) 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 the pre-marital courses have significantly fewer post-wedding problems. The Chaplain will explain the programs available, or you may contact Humancare directly at (905) 841-3173 or [www.marriageprep.com](http://www.marriageprep.com).

### 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 \$310.75 (\$275.00 plus \$35.75 HST), please contact the Knox Booking Office at [knox.bookings@utoronto.ca](mailto:knox.bookings@utoronto.ca). 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 renters are responsible for ensuring that they obtain all necessary copyrights (should they be required) for music that is copied and will be used during the ceremony.***

## DURATION

Each wedding is permitted for 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:

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

The Chapel capacity is 200 (200 on the main floor and 50 in the balcony).

The College is closed on Sundays.

The wedding rehearsal is normally scheduled on Thursday or Friday prior to the wedding. Rehearsals are approximately 45 to 60 minutes. Knox College may have more than one rehearsal scheduled per evening; therefore, rehearsals are restricted to the allotted times (5:00pm, 6:00pm, 7:00pm or 8:00pm.)

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; please contact the Knox Booking Office at [knox.bookings@utoronto.ca](mailto:knox.bookings@utoronto.ca) 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 couple should arrange the chaplain's fee and the order of service with the officiating clergy.

## 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 rehearsal and to the interview with 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, please advise them 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.

Only the organist is permitted in the organ gallery. It is suggested that the photographer arrive ½ 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 on the wedding day.

***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, the respective families, guests, or any employed photographer, is usable solely for personal use and may not be used in any commercial activity.***

***The use of a drone for photography and or videotaping is strictly prohibited.***

## **CONFETTI**

No throwing of rice, flower petals, confetti, birdseed, bubbles, etc. is permitted inside the College building or on the College property. There will be a \$100.00 plus 13% HST (\$113.00) clean-up fine charged if anything is thrown. The use of bubbles is also prohibited.

## **INCENSE**

Due to scent sensitivities, incense is not permitted in the Chapel or anywhere in or on the Knox premises.

## **PARKING**

Parking is not available at Knox College.

Parking (pay and park) is available on St. George Street. It is important to display the parking ticket on the dash of the vehicle, as the University of Toronto Parking Authority patrol regularly and issue tickets. This applies to the bride's car as well. Underground parking is available at Myhal Centre located at 55 St. George Street. Please note U of T has initiated a landmark project/revitalization of King's College Circle which could take three (3) years to complete. Inquiries regarding U of T parking should be directed to 416-978-7275.

## **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 ½ inches wide.

Only **dripless** candles may be used, on a limited basis and with permission. **Dripless** candles are permitted on the Communion Table. Pew candles may only be used if they are battery operated. The College does not provide candles or a unity candle stand.

## 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 linens. This person is also available to assist the officiant in the service by arranging the procession.

The Wedding Coordinator will also ensure that the building is open, the sound system is operational, rooms for the members of the wedding 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 (45-60 minutes) and the wedding (3 hours) will have an hourly rate charged to it.

## SOUND SYSTEM

There is a pulpit microphone and stand-mount microphones. The Wedding Coordinator will set these up as required. There is also a CD player available. Downloaded music on a laptop, cell phone, or MP3 player can be used. **Please bring an auxiliary connection and dongle for your device at the rehearsal for a sound check.** 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. Thus, from time to time, it may be necessary to have restoration/repairs made to the interior and/or exterior of the building, including the Chapel. It may also be necessary to erect scaffolding inside or outside of the building to make repairs to the stonework, roof or windows. Knox College will make every effort to contact you in the event of such repairs/restoration; however, this may not be possible in an emergency situation.

## SMOKING/ALCOHOL

The consumption of alcohol is not permitted anywhere (inside or outside) on the Knox premises. The University of Toronto/Knox College is a smoke-free (no vaping, cigarettes, e-cigarettes) environment.

## DRONES/OTHER

Please note that the use of drones or atmospheric smoke for photography and or videotaping is strictly prohibited.

## DIRECTORY

Knox Booking Office .....	416-978-0168
Email .....	<a href="mailto:knox.bookings@utoronto.ca">knox.bookings@utoronto.ca</a>
University of Toronto Parking Services .....	416-978-7275
Parking Website .....	<a href="https://transportation.utoronto.ca/parking-map-rates/">https://transportation.utoronto.ca/parking-map-rates/</a>
Permit to take wedding pictures on U of T grounds .....	416-978-5581
U of T Photography Website.....	<a href="https://campusevents.utoronto.ca/commercial-film-and-photo/#wedding">https://campusevents.utoronto.ca/commercial-film-and-photo/#wedding</a>