



Rothko Chapel

Private Services

“The Rothko Chapel is oriented toward the sacred and yet it imposes no traditional environment. It offers a place where a common orientation could be found—an orientation towards God, named or unnamed, an orientation towards the highest aspirations of Man and the most intimate calls of the conscience.” – Dominique de Menil

Private Services

Thank you for considering the Rothko Chapel for a private service. The Rothko Chapel's understated beauty and serene atmosphere make it an ideal space for events commemorating significant life passages. Approved events include weddings, memorials services, Baptisms, Bar and Bat Mitzvahs and other select ceremonies. The Rothko Chapel is a sacred space. It is requested that all events be conducted with a spirit of reverence. To protect the sanctity of the Chapel as a sacred space, officiants should come from a spiritual tradition (no Justice of the Peace or online ordination). For weddings an officiant must be secured before the Chapel can be reserved.

The process for conducting a private service at the Rothko Chapel is as follows:

1. REVIEW the enclosed *Private Services Policies*
2. IDENTIFY someone to serve as your official on-site coordinator for the day of your service. (Note: It is preferable that this person not be involved in the service itself in order to ensure his or her availability to coordinate with the Rothko Chapel staff as needed).
3. SUBMIT the completed Private Services Application and Chapel Setup page via email, fax, or mail to:
Rothko Chapel
Attention: Visitor Services Coordinator
1409 Sul Ross Street, Houston, TX 77006
requests@rothkochapel.org
Fax 713.524.7461
4. MEET in person with Rothko Chapel staff to:
 - a. Review the Private Service Policies.
 - b. Conduct an on-site walk-through of the Chapel.
 - c. Confirm seating arrangement, set-up requests and fees.
 - d. Sign the agreement and pay the non-refundable deposit of \$500.

PLEASE NOTE: In order to formally reserve the Chapel for your preferred date, you and your on-site coordinator must meet in person with the Visitor Services Coordinator and pay the non-refundable deposit. Upon receipt of your Private Services Application, Rothko Chapel staff will contact you to schedule the in-person meeting.

5. PAY in full the remaining balance one week prior to the service.

Thank you for your interest in the Rothko Chapel. We look forward to providing a meaningful and memorable event.

Private Services Policies

The Rothko Chapel has developed a set of policies to ensure that services run smoothly and professionally. A dedicated Chapel representative will work with you to prepare for the service. He or she will be on-site during the service itself to help you as needed and to enforce the policies below. In addition, Chapel hosts will be present inside the Chapel at all times to monitor the paintings and ensure that guests respect the Chapel guidelines. Because the Rothko Chapel is a sacred space home to Mark Rothko's murals, primary consideration will always be given to respecting the artwork.

Thank you for taking the time to carefully review the policies below.

Fees

- The base fee for a private service is \$1500 and \$1000 for memorials.
- A non-refundable deposit of \$500 is required in order to secure a reservation.
- Additional fees include:
 - \$150 for use of the sound system, includes sound technician
 - \$150 for security, the need for which is determined on a case by case basis
 - \$100 if either or both apply:
 - Services scheduled after 6pm
 - Services with 100 or more guests
 - \$100/hour for on-site dressing rooms

Scheduling

- Services may last no more than 60 minutes including seating and departure of guests.
- Services must take place between the hours of 11am and 7pm.
- Services may not be scheduled more than 6 months in advance.
- Services may not be scheduled during holidays observed by the administrative offices. Blackout dates include: MLK Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day/Day after Thanksgiving, Christmas Eve - New Year's Day.
- Services or receptions are not permitted on the Plaza or grounds.
- An in-person meeting is required to secure a reservation.
- Wedding rehearsals the day before the service between 5-6pm are strongly encouraged.
 - NOTE: No more than 20 guests are allowed to attend the rehearsal.

Guests and Seating

- A maximum of 150 people are allowed to attend private services.
- All guests must be seated during the service.
- Additional guests will not be allowed to stand inside but will be directed to overflow seating or to the Plaza.

- The Chapel will close to the public 30 minutes before the beginning of the service to allow for guest arrival and seating.
- Guests will be seated no more than 30 minutes before the beginning of the service.
- All guests will receive a card welcoming them to the Rothko Chapel and informing them of the Chapel's guidelines.

Sound and Music

- Live music is welcome.
- A sound technician can be hired to run the Rothko Chapel's sound system to play recorded music and/or use microphones.

Photography/Videography/Electronic Devices

- Photography and videotaping are not permitted inside the Chapel building but are permitted on the Chapel Plaza and grounds upon request.
- Cell phones and other electronic devices should be silenced. No talking on cellphone inside the Chapel.

Flowers and Decoration

- Decorations including candles, large flower arrangements, photographs, artwork, or slides are not permitted inside the Chapel or on the Plaza. Flowers and/or rice may not be thrown in the Chapel or on the Plaza.
- One framed photograph (no larger than 11" W x 14" H) and/or one small flower arrangement (no larger than 15" W x 20" H) may be placed on the desk in the Chapel foyer 30 minutes prior to the service.
NOTE: Flower arrangement may be delivered no more than one-hour prior to the service.
- Service programs and/or a guestbook may be placed on the foyer desk 30 minutes prior to the service.
- A bride may carry one small bouquet during the service.
- Please note: Caskets or funerary urns are not permitted in the Chapel or on the Plaza.

Private Service Application

Type of Service _____

Proposed Service Date _____ Time _____

◆ Service for

First & Last Name _____ & (if applicable) First & Last Name _____

Future Address _____ Future Address _____

City / State / Zip Code _____ City / State / Zip Code _____

Phone _____ Phone _____

Email _____ Email _____

◆ Arranged by

First & Last Name _____

Current Address _____

City / State / Zip Code _____

Future Address _____

City / State / Zip Code _____

Phone _____

Email _____

Name of the Officiant _____

Religious or spiritual affiliation / name of institution _____

Email _____ Phone _____ Alt. Phone _____

Address _____

City / State / Zip Code _____

Service Coordinator _____

Email _____ Phone _____ Alt. Phone _____

Address _____

City / State / Zip Code _____

Service Details and Chapel Setup

◆ Type of Service

- Wedding
 Memorial
 Baptism
 Other
 Please specify: _____

◆ Number of Guests _____

◆ Number of Guests at Rehearsal _____

◆ Bench Arrangement

- Theatre Style
 (large aisle down the middle)
 Semi-Circle
 Other _____

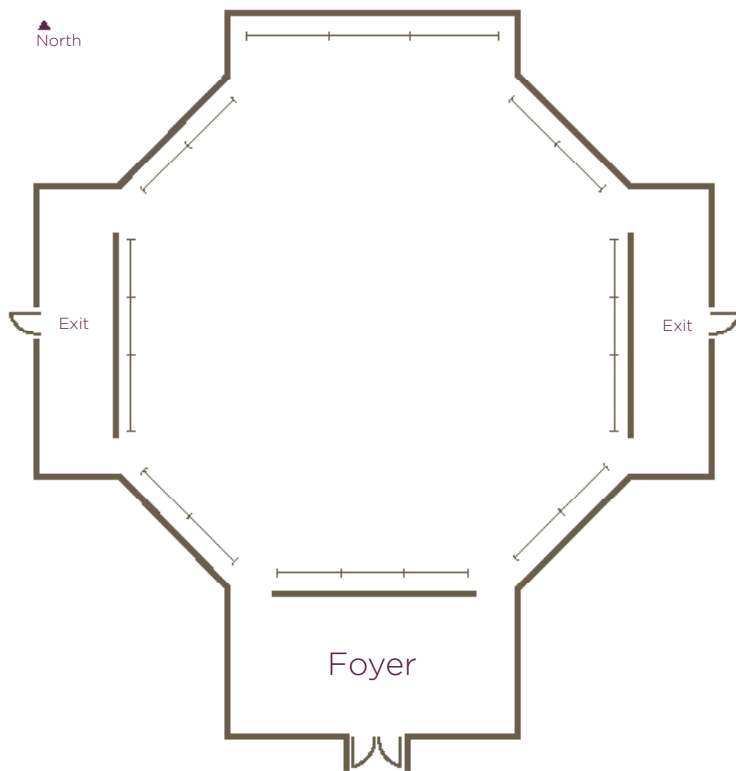
If you are requesting a specific setup, illustrate below.

◆ Number of Chairs Requested _____
 (up to 20 available)

◆ Service Participants
 (if applicable, specify the number)

- Officiant
 _____ Bridesmaids
 _____ Groomsmen
 _____ Flowergirl(s)
 _____ Guest Speaker(s)
 _____ Singer(s)
 _____ Musician(s),
 Instruments _____

The Rothko Chapel Floorplan



Area - Main Room

Approx. 50' in all directions
 4' alcove on north side of room

* For bench set-up, each bench seats 5 people comfortably

◆ Would you like the use of sound system / sound technician?

- Yes
 No

If so, check the items that you are requesting

- CD Player
 Podium
 Podium Mic
 Mic
 Mic Stand
 Music Stand

◆ Check the following items that apply

- Dressing Room
 Date / Times _____
 Wedding Rehearsal
 Date / Times _____
 Photography on grounds
 Date / Times _____
 Flower arrangement
 Delivery Date / Time _____
 Bridal Bouquet
 Guestbook
 Programs
 Framed Photograph

The mission of the Rothko Chapel is to inspire people to action through art and contemplation, to nurture reverence for the highest aspirations of humanity, and to provide a forum for global concerns.

The Rothko Chapel is fully accessible and open to the public free of charge every day of the year from 10am to 6pm.

The Rothko Chapel is a non-profit 501(c)(3) organization and is solely responsible for its own funding.

Rothko Chapel

1409 Sul Ross Street, Houston, TX 77006 The Chapel is located at 3900 Yupon Street
Tel: 713.524.9839 Fax: 713.524.7461
www.rothkochapel.org