

# Memorial Services

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Thank you for considering the Rothko Chapel for a memorial service. The Rothko Chapel's understated beauty and serene atmosphere make it an ideal space for events commemorating significant life passages. A dedicated Chapel representative will work with you to prepare for the memorial service and coordinate on-site during the service itself.

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



## REVIEW

the Memorial Service Policies on page 2 of this application

## 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).

## SUBMIT

the completed Memorial Service Application and Service Details page via email or mail to:

Attention: Private Services  
[requests@rothkochapel.org](mailto:requests@rothkochapel.org)

## MEET

in person with our Private Services Representative to:

- a. Review the Memorial 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 Engagement Manager and pay the non-refundable deposit. Upon receipt of your Memorial Service Application, the Visitor Services Manager will contact you to schedule the in-person meeting.

## PAY

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

We look forward to working with you to create a meaningful service in remembrance of your loved one.

# Policies

The Rothko Chapel has developed a set of policies to ensure that all services run smoothly and professionally. Because the Chapel is a sacred art space, home to a series of murals by Mark Rothko, primary consideration is always given to preserving the artwork and sanctity of the Chapel. As the Chapel is a sacred, interfaith space, all services must be conducted with a spirit of reverence and respect in alignment with the Chapel's mission and values, including: compassion, equality, inclusivity, peace, and mutual respect. The Chapel reserves the right to decline private service applications that do not abide by the policies below and/or the values of the Chapel.

## Scheduling

- Services may last no more than 60 minutes.
- Should the ceremony last more than 60 minutes, an additional fee will apply.
- Services must take place between the hours of 10am and 6pm.
- 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/weekend following Thanksgiving, Christmas Eve – New Year's Day.
- Ceremonies and receptions are not permitted on the Plaza or grounds.
- An in-person meeting is required to secure a reservation.

## Guests and Seating

- A maximum of 125 guests are allowed to attend memorial services.
- All guests, aside from the service participants, 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.
- All guests will receive a card welcoming them to the Rothko Chapel and informing them of the Chapel's guidelines
- No food or liquids inside, no photography or video, no talking on cell phones, no touching the artwork

## Fees

## Sound and Music

- Live music is welcome. Musicians may arrive no earlier than 30 minutes before the ceremony.
- A sound technician can be hired to run the Rothko Chapel's sound system to play recorded music and/or use microphones for an additional fee.
- External sound equipment or sound systems may not be used.

## Photography/ Videography /Electronic Devices

- Photography and videotaping are not permitted inside the Chapel building but are permitted on the Chapel Plaza and grounds.
- Cell phones and other electronic devices should be silenced.

## 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 and/or one small flower arrangement may be placed on the lectern or on an easel in the Chapel vestibule 30 minutes prior to the service.
- The flower arrangement may be delivered no more than 1 hour prior to the service.
- Printed programs and/or a guestbook may be placed on the vestibule lectern or distributed by Chapel staff.
- We ask that no caskets or funerary urns be brought into the Chapel or on the grounds.
- Gifts and additional flower arrangements for the family should be directed elsewhere.

	Base Fee		Additional Fee	
Guest Total	Tues-Fri	Sat-Sun	Audio	Security
Up to 75	\$3,000	\$3,250	\$225	\$225
76-100	\$3,100	\$3,350	\$250	\$225
101-125	\$3,200	\$3,450	\$250	\$225

# MEMORIAL SERVICE APPLICATION

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Service Date \_\_\_\_\_ Time \_\_\_\_\_

In Memory of \_\_\_\_\_

## Arranged by

First & Last Name \_\_\_\_\_

Current Address \_\_\_\_\_

Relationship to honoree \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

First & Last Name \_\_\_\_\_

Current Address \_\_\_\_\_

Relationship to honoree \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Name of the Officiant (if applicable) \_\_\_\_\_

Religious or spiritual affiliation / name of institution \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Name of Service Coordinator \_\_\_\_\_

Company Name (if applicable) \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

## SERVICE DETAILS

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Number of Guests \_\_\_\_\_

Service Participants (if applicable, specify the number)

- \_\_\_\_\_ Guest Speaker(s)
- \_\_\_\_\_ Singer(s)
- \_\_\_\_\_ Musician(s)
- \_\_\_\_\_ Instruments

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

- \_\_\_\_\_ Yes
- \_\_\_\_\_ No

If so, check the items that you are requesting

- \_\_\_\_\_ Recorded Music (CD, Phone, MP3)
- \_\_\_\_\_ Podium Mic
- \_\_\_\_\_ Standing Mic
- \_\_\_\_\_ Earpiece Mic

Number of Chairs Requested \_\_\_\_\_

*( up to 20 for musicians and guests with limited mobility. Please be sure to include this number in your final guest count.)*

Reserved Seating \_\_\_\_\_

Materials for the Chapel vestibule

- \_\_\_\_\_ Flower arrangement
- \_\_\_\_\_ Delivery Date \_\_\_\_\_ Time
- \_\_\_\_\_ Guestbook
- \_\_\_\_\_ Programs
- \_\_\_\_\_ Framed Photograph

Check the following items that apply

- \_\_\_\_\_ Podium
- \_\_\_\_\_ Music Stands
- \_\_\_\_\_ Round Table
- \_\_\_\_\_ Easel (for framed photo in vestibule)
- \_\_\_\_\_ Candelabra (2 available)

*One week prior to the service,  
please provide an order of service  
to the Visitor Services Manager.*

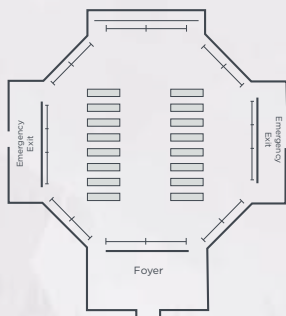


# CHAPEL SETUP

Area - Main Room  
Approx. 50' in all directions  
4' alcove on north side of room  
\* Each bench seats 4-5 people comfortably

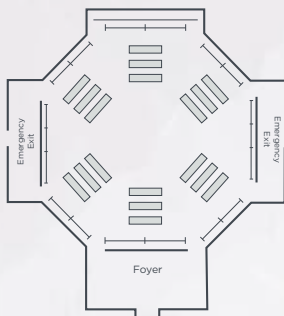
## Straight

75 max capacity



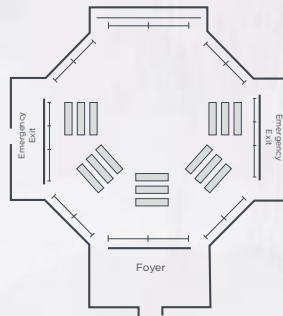
## Circle

85 max capacity



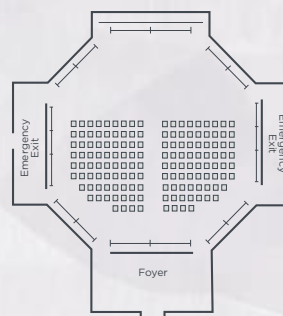
## Semi-Circle

65 max capacity



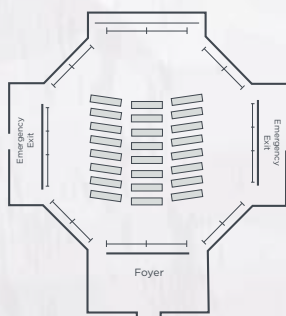
## Chair Straight

125 max capacity



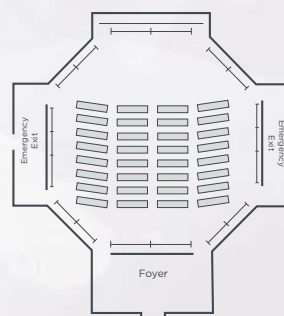
## Theater

100 max capacity



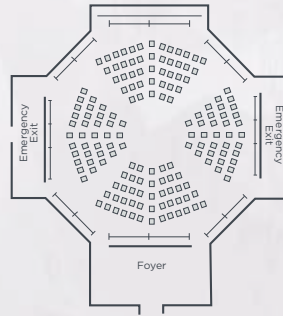
## Theater Center Aisle

125 max capacity



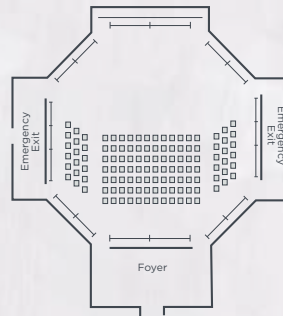
## Chair Round

125 max capacity



## Chair Theater

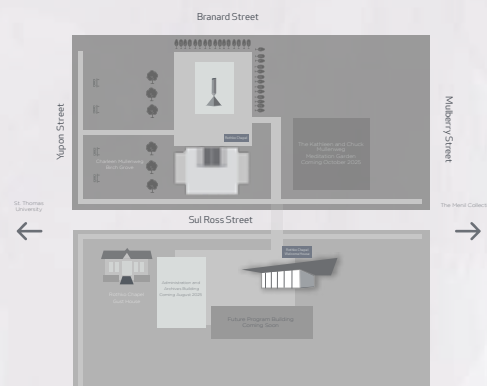
125 max capacity



**\*For use of chairs, there is a base charge of \$200 for services up to 100 people. For services of 101-125 the charge is \$300.**

## Parking Information

Parking is available on Yupon, Branard, and Sul Ross streets around the Chapel. Please pay attention to the parking regulation signs for neighborhood parking regulations. Rothko Chapel guests are also welcome to use the Menil Collection parking lot for free, located at the intersection of West Alabama and Mulberry streets, and the Moran Parking Center at the University of St. Thomas for \$10 per car, located at the intersection of West Alabama and Graustark streets.



## 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](http://www.rothkochapel.org)