

SOUTHWEST SCHOOL of ART & CRAFT

FACILITIES AND RENTAL RATES

The Southwest School of Art & Craft offers a very special place with a unique ambiance to complement any event. Contact Sylvia Glatman, Rentals Manager, at 210/224-1848.

COATES CHAPEL & GARDENS, URSULINE CAMPUS

The century-old French Chapel and lovely garden under grand pecan trees, a fountain, a large Gazebo – all combine to create a lush, serene setting perfect for celebrations and special occasions.

The cornerstone for the Chapel, now deconsecrated, was laid in 1867. French-trained architect Francois Giraud drew on the Gothic style for his design, using wood and limestone. Much of the Chapel's woodwork, walls and stained glass are original. The soaring ceilings and magnificent chandelier create a majestic atmosphere for your special occasion. The versatile indoor space can be configured for as few as 50 or as many as 300.

The Convent and River Gardens feature limestone paved patios and walkways, a generously sized Gazebo, lush greenery and a canopy of shade trees. Add an extra dimension by having your guests arrive by river barge. The Gardens can accommodate up to 500 guests. (Events exceeding 500 guests require written approval from the SSAC President.)

The rates listed below apply to rental of the Coates Chapel, which includes the McNutt Convent and River Gardens and use of the Bride's room and catering kitchen.

Rental Fee:	<u>Attendance</u>	<u>Rates</u>
	1 – 150	\$2,200
	151 – 300	\$3,300
	301 – 500	\$4,500

Special daytime rates may be available for events that end prior to 3:00P, Monday through Thursday.

An additional 5% Historic Preservation fee will be charged to help maintain our site, a designated *Texas Historic Landmark*, listed on the *National Registry of Historic Places*

COPPER KITCHEN DINING HALL, URSULINE CAMPUS

Limestone walls, high ceilings, burnished wooden tables and art on the walls add a warm ambiance to the intimate space of the Copper Kitchen dining hall. Formerly the original dining refractory of the old Ursuline Academy, this area provides a setting for small gatherings and can accommodate 25 – 80 guests.

Rental Fee: \$500

RUSSELL HILL ROGERS LECTURE HALL AND PATIO, NAVARRO CAMPUS

The contemporary space of the Russell Hill Rogers Lecture Hall offers a sophisticated setting for business meetings, conferences or receptions. An ever-changing exhibition of artwork often fills the walls. The Lecture Hall opens onto a shaded brick patio and can accommodate 25 – 100 guests.

Rental Fee: \$500

POLICIES

- Security is an additional charge of \$27 an hour per security officer. One security officer for every 100 guests is required. The security fee is charged for all rentals, commencing 30 minutes prior to and until 30 minutes after the event.
- A non-refundable deposit of ½ the rental rate is required to reserve a specific date.
- A caterer from the SSAC Approved Caterers List (see below) must provide food and beverages for all events.
- Fund raising events are not permitted.
- The Southwest School of Art and Craft's parking lot cannot be reserved.
- Other terms and conditions of rentals are specified in the *Information Packets* available from the Rental Manager.

FREQUENTLY ASKED QUESTIONS

Q. What is the chapel capacity?

A. 200 for formal dining / 300 for a non-seated buffet.

Q. Who may provide alcohol?

A. It must be an approved TABC licensed alcohol server provided by your caterer. You may not bring your own.

Q. Can I have an open flame in the chapel?

A. No

Q. What are the provisions for tables and chairs?

A. Tables and chairs are usually provided by the Caterer.

Q. What is the electrical capacity of the chapel?

A. Power in the Chapel is limited to multiple 120-volt/20 amp circuits.

Q. Is my deposit refundable?

A. No — no exceptions.

Q. May I change my reservation date?

A. No — no exceptions.

Q. Can anyone perform wedding services?

A. Yes, the Chapel is now deconsecrated and is available to any denomination. However, for Catholic service we suggest you contact the Archdioceses of San Antonio office at 734-2620.

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APPROVED CATERERS LIST

Absolutely Everything Catering
3915 San Pedro
San Antonio, Texas 78212
210-735-6500

An Event to Remember
431 Isom Rd., #111
San Antonio, Texas 78216
210-340-1770

Anne Marie's Catering
12475 Starcrest Dr., Suite 102
San Antonio, Texas 78216
210-545-2249 Holly or 210-691-1698

Black Tie Affairs
1515 Rogers Rd.
San Antonio, Texas 78208
210-226-9881 or 210-226-9882

Columbia Culinary Team
5005 West Avenue
San Antonio, Texas 78213
210-343-8300

The Copper Kitchen (Club Giraud)
300 Augusta
San Antonio, Texas 78205
210-271-7777 Keith Patterson

Don Strange Of Texas, Inc.
1551 Bandera Road
San Antonio, Texas 78228
210-434-2331

Fresh Horizons Creative Catering
2020 Broadway
San Antonio, Texas 78215
210-226-5919

Hill Country Catering
28595 IH 10 West
Boerne, Texas 78006
830-981-8102

Jan Unlimited
623 A West Rhapsody
San Antonio, Texas 78216
210-541-8180

La Mansion del Rio Hotel
112 College Street
San Antonio, Texas 78205
210-518-1051

Leave It To Us
2455 Celebration Drive
San Antonio, Texas 78261
210-408-0585 or 830-980-4445

Old San Francisco Steakhouse/
Absolutely Delicious Catering
10225 Sahara
San Antonio, Texas 78216
210-342-2321

Page Barteau Catering
2332 N. St. Mary's Street
San Antonio, Texas 78212
210-821-5371

Pappas Catering
10501 I-10 West At Wurzbach
San Antonio, Texas 78230
210-558-4386

The RK Group (Catering By
Rosemary, Inc.)
1220 East Commerce
San Antonio, Texas 78205
210-223-2680

Regency Caterers By Hyatt
Hyatt Regency San Antonio
123 Losoya
San Antonio, Texas 78205
210-222-1234

SA Catering
417 Probandt
San Antonio, Texas 78204
210-724-9728

San Antonio Marriott
Rivercenter/Riverwalk
101 Bowie Street
San Antonio, Texas 78205
210-223-1000

True Flavors Catering
1401 South Flores
San Antonio, Texas 78204
210-226-3670 David Lopez

The Westin Riverwalk Hotel
420 Market Street
San Antonio, Texas 78205
210-224-6500