

Rental Contract



I. Chapel/Reception Hall Access & Services

Guest(s) may not access the chapel and/or reception hall prior to the scheduled time as agreed upon; chapel and/or reception hall doors, dressing rooms, and restrooms will not be available for any event or reason until the scheduled rental period. The scheduled rental period is comprised of the actual event and all pre-event preparations – including, but not limited to, deliveries, decoration, rehearsals, set-up, etc. – and post-event measures necessary – including, but not limited to, clean-up, musician tear-down, etc. Guest(s) will be expensed for any time used in excess of the scheduled rental period. Guest(s) is/are responsible to communicate the scheduled rental period to vendors, wedding party, family, guests, et al; Guest(s) is/are responsible for directions to and proceedings of the scheduled chapel and/or reception hall event, not chapel and/or reception hall staff. One (1) full hour of time is allowed for rehearsal purposes, etc. to be determined and scheduled beforehand by an event manager.

A twenty-five dollar (\$25) dollar per hour charge will be incurred if Disc Jockeys (DJs) require help with set-up of equipment, with a minimum of one (1) hour charge; the same applies towards music for wedding rehearsals. Chapel management will not be responsible for any power failure(s) nor for any electrical equipment failure(s) that may occur prior to or during the scheduled rental period.

II. Chapel/Reception Hall Care & Damage Deposit

Decorations placed in the chapel and/or reception hall must be coordinated with the chapel office. Use of permanent or adhesive fasteners in the chapel and/or reception hall to hang signs or other materials is prohibited. Shoe polish, shaving cream, and/or any other product(s) that could potentially be defacing to the outside or inside areas of the chapel and/or reception hall including, but not limited to, the parking lot and walkways is/are prohibited. Use of rice, birdseed, sparklers, flower petals, or confetti is prohibited; bubbles, bells, and balloons are permitted. The flower girl may not use fresh flowers in the chapel; silk petals may be used and can be provided on request. An event manager must approve, prior to the event, any and all items not mentioned above, decorative, ornamental or otherwise.

Deliveries of cakes, flowers, etc. and rentals must be coordinated with the chapel office; all vendors must be approved by chapel management.

No alcoholic beverages are allowed on the premises except champagne and wine and must be served by a licensed bartender, to be provided by the Guest(s). Alcoholic beverages are to be consumed in moderation; chapel staff assumes no responsibility for the condition of any guest. Smoking is permitted only outside. Any items or personal belongings that are left at the chapel and/or reception hall will only be held for one (1) month.

A damage deposit of three hundred dollars (\$300.00) or six hundred dollars (\$600.00) – if alcohol is served – will be applied against any cost to repair or replace damage or loss occurring caused by Guest(s) or his/her/their guests. Chapel management will conduct an inspection before and after the event; Guest(s) has/have the right, and is/are encouraged, to participate in the inspection. In the event any damage or loss is sustained to the chapel and/or reception hall, the damage deposit will be applied against any cost or expenses incurred. Any remaining unpaid costs or expenses will be billed to Guest(s), and must be compensated within ten (10) days of the notification thereof. All returned checks will result in a fifteen-dollar (\$15) penalty fee, per check.

III. Refunds and Event Cancellations

Fifty percent (50%) of the rental fee must be remitted upon the signing of this contract. The remaining balance will be due thirty (30) days prior to the scheduled event. If the chapel office receives written notice of event cancellation more than one hundred twenty (120) days prior to the scheduled date of the event, fifty percent (50%) of the reservation fee, per facility, will be refunded. If the chapel office receives a written notice of cancellation less than one hundred twenty (120) days prior to the event, the following conditions will apply:

1. Less than one hundred twenty (120) days notice: twenty five percent (25%) of Guest(s) reservation fee will be returned.
2. Less the two weeks before scheduled event: no refund on any fee paid.

In the case that a scheduled event must be postponed, reservation fees will be held and honored for twelve (12) months from the date of postponement (event must occur on or before the expiration date). Written notification of postponement must be received in the chapel's office one hundred twenty (120) days prior to the scheduled date of the event; a twenty five

dollar (\$25) fee may be applied. If Guest(s) postpones within one hundred twenty (120) days, it will be treated as a cancellation and cancellation policies will be applied.

IV. Liability

Chapel management shall not be held liable for any lost, stolen, missing, or damaged personal property. Guest(s) agree(s) to indemnify and hold chapel management free of any and all claims arising in regard to, but not limited to, the afore-mentioned items. Guest(s) also agree(s) to release, indemnify, and hold chapel management free of payment of attorney fees and costs incurred, from any and all claims, demands, causes of action, suits or judgments arising from the use of the chapel, reception hall, or surrounding areas by the Guest(s), including but not limited to any claims for damages, injury, or even death.

In no event shall chapel management be held liable for any acts or omissions, which exceed the amount of this agreement, which Guest(s) has/have agreed to pay to chapel management. Neither Guest(s) nor any of his/her/their guests shall be entitled to any consequential or incidental damages. Chapel management will be responsible for written and signed agreements and arrangements only.

Guest agrees to pay all balances on specified dates or forfeit all rights related to use of chapel and its facilities.

By adhering your signature to this contract you are acknowledging that you have read and understood all the terms and conditions set forth by this contract.

The purpose of this agreement is to set forth the parties' understanding regarding the guest's use of Chapel on the Hill.

Guest _____
Signature

Date

Coordinator _____
Signature

Date