



Weddings & Ceremonies

Wedding Couple: _____

Email Address: _____ Phone: _____

Mailing Address: _____

Event Date: _____ Number of Guests: _____

Chosen Time

| Friday | Saturday | Sunday |
|---------------|-----------------|---------------|
| 10AM | 10AM | 10AM |
| 1PM | 1PM | 1PM |
| 4PM | 4PM | 4PM |

Ceremony: _____ Setup: _____ Breakdown: _____

Terms & Agreements:

(Please initial where required and sign)

RENTER agrees as follows:

20__ Facility Rental Pricing for events at Thee Olde Chapel:

Chapel rental consists of **2.5** hours event rental time. _____ **(Initial)**

Ceremony: **\$1500** Cleaning Fee: **\$250** Deposit (50%): \$ _____ Total: \$ _____

- The Renter is reserving only the date specified in the contract.
- Date changes are permitted at the discretion of CCEM Inc. Any permitted date and time changes must be made 90 days prior to the original contracted date.
- Cancellation Policy: 50% of the total balance is a non-refundable deposit. Cancellations within less than 60 days is 100% non-refundable. Full balance is due 60 days prior to the event.
- The Renter agrees to use invitation start time per contract.
- Vendors can arrive 30 minutes prior to the invitation start time.
- The dressing rooms are for the purposes of the wedding party to have a place to dress prior to the event. It is not for use by guests, children of guests, dining purposes or babysitting.
- The venue can accommodate up to 180 seated guests. Any additional chairs needed is an additional \$__
- CCEM Inc. agrees to have a representative on-site to give access to all vendors hired to support event. The venue will be ready to receive guests 30 minutes prior to your scheduled time. A copy of the invitation must be on file 30 days prior to the event.
- A \$250 cleaning deposit is required.

Signature: _____ Date: _____

CCEM Inc. Representative: _____ Date: _____