



Weddings and Ceremonies

3478 14th St. Riverside, CA 92501

(951) 536-6206

Renter: _____ Bride & Groom: _____

Email Address: _____ Phone: _____

Mailing Address: _____

Event Date: _____ Type of Event: _____

Number of Guests: _____ Ceremony Time: _____ Setup Time: _____

Chosen Time

Friday

- 10 AM \$900
- 1 PM \$1200
- 3:30 PM \$1500
- 6 PM \$1500

Saturday

- 10 AM \$900
- 1 PM \$1200
- 3:30 PM \$1500
- 6 PM \$1500

Sunday

- 10 AM \$900
- 1 PM \$1200
- 3:30 PM \$1500
- 6 PM \$1200

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 **3** hours event rental time. _____ (Initial)

Ceremony: \$_____ Additional hour: **\$200** Total: \$_____ Deposit: \$_____

Coordinator: _____

- The Renter is reserving only the date specified in the contract.
- Date changed 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 _____ hour 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 _____ 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 the 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 date.
- A \$250 cleaning deposit is required. Client(s) who does not take belongings, flowers, petals, decor etc. out of the facility at the conclusion of the event will forfeit the entire \$250 cleaning deposit.

Signed: _____ Date: _____

(CCEM Inc. Representative)