



# Weddings & Ceremonies

Wedding Couple: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Event Date: \_\_\_\_\_ Number of Guests: \_\_\_\_\_

### Chosen Time

<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
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: \_\_\_\_\_