



Event/Wedding Venue Contract Online Booking

1) VENUE RENTAL FEE:

(a) The Client has been invoiced a nonrefundable deposit of 50% of the total rental fee of. This payment serves to hold the venue for the specified date of event or wedding.

(b) The remaining VENUE RENTAL FEE will be due 15 days prior to the date of the event or wedding.

(c) Payments may be made via cash, check, or credit card.

(d) The rental fee **includes** exclusive use of the chapel and grounds for the duration of the rental time reserved. It also includes a wedding officiant, should you choose to have our officiant marry you. The rental fee **does not include** a rehearsal. If you wish to reserve the chapel for a rehearsal the day before your ceremony, this can be arranged. There is an additional fee of **\$150** for this option. Any other services desired by Client that are not expressly covered in this contract will be the responsibility of the Client.

2) DATE CHANGES:

In the event the Client requests to change the date of the event or wedding every effort will be made by The Pilgrim Chapel to transfer reservations and deposit to the new date, provided the request is made at least 30 days prior to the original date. The Client agrees that in the event of a date change within 30 days of the original date any expenses including but not limited to deposits and fees that are non-refundable and non-transferable are the sole responsibility of the Client. The Client further understands that last minute changes can impact the quality of the event and that The Pilgrim Chapel is not responsible for these compromises in quality.

3) CANCELLATIONS:

All Client requested cancellations or changes must be made in writing. In the event of a cancellation, all payments made to date are non-refundable. Any reservation not paid in full 30 days prior to the event date is subject to cancellation by the Venue and all payments made to date are non-refundable. If for any reason Pilgrim Chapel is unable to fulfill its obligations under this contract (i.e. severe weather conditions), all fees will be returned to Client.

4) RULES AND REGULATIONS:

The following is a list of rules and regulations to be upheld by Client(s), and extended to include all EVENT PLANNERS, WEDDING COORDINATORS, and VENDORS who are involved in the planning and execution of the special event on the premises of The Pilgrim Chapel and on behalf of Client(s):

(a) Parking: The chapel has no parking lot. There is ample street parking in the area. All vehicles associated in any way with the event or wedding must be legally parked in the area surrounding the chapel. No vehicles shall be parked on any lawn surface.

(b) Candles: All candles other than those provided by Venue (window tea lights & Candelabra candles) must be contained in glass. The flame must not reach higher than 2 inches below the height of the glass (with the exception of small tea lights).

(c) Any real (fresh/loose) flower petals used/dropped inside the chapel must be white or pale pink in color to prevent staining of floor. Any faux flower petals are permitted INSIDE the facility only.

(d) Birdseed, dried flower petals, and bubbles are permitted outside for wedding farewells. Rice, confetti, balloons, glitter, pyrotechnics, and sparklers are not permitted inside or outside the facility.

6) EVENT ENDING TIMES: All live music events must end by 11pm on Friday and Saturday evenings, 10pm on Sunday-Thursday evenings to comply with sound ordinances and in order to allow for cleanup and closure of the site by midnight.

7) DECORATIONS: Decorations may not be hung with tape, wire, nails or screws which will damage the Venue. All decorations must be removed without leaving damages directly following the departure of the last guest, unless special arrangements

