

Chapel of Our Lady of the Snows Wedding Building Use Agreement

This Rental Contract is between Our Lady of the Snows Parish of the Archdiocese of Anchorage and the Renter.

Renter's name: _____

Renter's address: _____

Renter's phone: _____ Renter's email: _____

Bride's name: _____ Bride's phone: _____

Bride's email: _____ Religious affiliation of Bride: _____

Groom's name: _____ Groom's phone: _____

Groom's email: _____ Religious affiliation of Groom: _____

Officiant: _____ Approximate number of people attending: _____

Please attach a photo of the bride and groom. Thank you. (Photos may be sent as an email attachment.)

Facilities and Associated Fees Required:

_____ Wedding Fee: \$850 (includes access to the chapel for four hours, plus one hour rehearsal the day prior)
(The Wedding Fee is \$950 on holidays*. For a list of applicable holidays please refer to the General Building Use Policies, #17.)

_____ Liability Insurance Premium: \$95, payable to K&K Insurance (required, unless a certificate of liability insurance, is provided to the Building Coordinator, 30 days prior to the wedding)

_____ Security Deposit: \$500 (Please write a separate check dated for the day of the wedding ceremony. This check will NOT be cashed unless damage occurs, or unless the facility is not returned to its original condition in a timely manner. Your check will be returned to you after the ceremony, provided there has been no damage to the premises and reasonable cleanup has been made, which includes removal of trash to the outdoor trash bins.)

A downpayment of half the wedding fee (\$425 for most dates; \$475 for holiday* bookings) and a signed agreement are required to confirm the requested date. All cancellations must be made at least 30 days prior to the event in order to receive a full refund. (Insurance, once purchased from K&K Insurance, is non-refundable.) The balance of the wedding fee (\$425 for most dates; \$475 for holiday* bookings), the \$95 insurance premium (or certificate of insurance), and the \$500 security deposit, are all due 30 days prior to the event.

Rental Dates and Time:

Rehearsal Day and Date: _____ Preferred Time: _____

Wedding Day and Date: _____ Time of Ceremony: _____

On the day of the wedding, what 4 hours would you like access to the building? from _____ until _____

(An additional fee of \$25 per hour (\$50 per hour on holidays*) will be charged for any time which exceeds the allotted one hour rehearsal and/or four hour wedding time. This fee is paid directly to the OLOS employee working at the event.)

By signing this agreement, the renter signifies that he/she has read, understands, and agrees to abide by the General Building Use Policies.

Renter's signature Date

Building Coordinator's signature Date