

**Chapel of Our Lady of the Snows  
The Meadows Community Center  
Wedding Reception/Rehearsal Dinner 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: \_\_\_\_\_

**Facilities and Associated Fees Required:**

\_\_\_\_\_ Wedding Reception Fee: \$900 (includes access to The Meadows Community Center and kitchen for four hours)  
(The Wedding Reception Fee is \$1,000 on holidays\*. For a list of applicable holidays please refer to the General Building Use Policies, #17.)

\_\_\_\_\_ Rehearsal Dinner Fee: \$450 (includes access to The Meadows Community Center and kitchen for two hours)  
(The Rehearsal Dinner Fee is \$500 on holidays\*. For a list of applicable holidays please refer to the General Building Use Policies, #17.)

\_\_\_\_\_ Alcohol Deposit: \$500 (This deposit is in addition to the \$500 Security Deposit, and is required if alcohol is served. Please write a separate check dated for the day of the event. These two deposit checks will NOT be cashed, unless damage occurs, or unless the facility is not returned to its original condition in a timely manner. These two deposit checks will be returned to you, or else destroyed, after the event, provided there has been no damage to the premises and reasonable cleanup has been made, which includes removal of trash to the trash bins.)

The Security Deposit and Liability Insurance required for the wedding will also cover the Rehearsal Dinner and/or the Wedding Reception. (If the renter is **not** also renting the Chapel for a wedding, a \$500 Security Deposit and Liability Insurance will also be required. Please see the **Facilities and Associated Fees Required** section of the **Wedding Building Use Agreement** for complete details on this requirement, as well as our refund policy and processing fee.)

**Cancellations:** In order to receive a refund, all cancellations must be made at least 30 days prior to the event. A cancellation fee of \$35 will be charged for all refunds given. In addition to the \$35 cancellation fee, if the renter made payment through PayPal, any fees that the chapel was charged will become the responsibility of the renter. Insurance, once purchased from K&K Insurance, is non-refundable.

**Date(s) of Rehearsal Dinner and/or Reception:** \_\_\_\_\_

**What time would you like access to the building? from \_\_\_\_\_ until \_\_\_\_\_**

**Caterer:** \_\_\_\_\_

The kitchen is to be used for the reheating and warming of food, and not its primary preparation.

The renter is responsible for reasonable cleanup of all areas used and for removal of trash to the trash bins. Cleaning products, trash bags, a broom, a mop, a vacuum cleaner, and a carpet shampooer are provided for your use. Paper and plastic products in the kitchen are for congregational use only. Thank you for being respectful.

(An additional fee of \$25 per hour (\$50 per hour on holidays\*) will be charged for any time which exceeds the allotted two hour rehearsal dinner and/or the four hour wedding reception 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

**Please tell us, how you learned of Our Lady of the Snows Chapel as a wedding/reception venue:**

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