

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.)
Payment of the wedding reception fee may be made by check, cash, money order, or PayPal. (A convenience fee applies to PayPal transactions: \$920 is the wedding reception fee when paying via PayPal and \$1,025 is the Holiday wedding fee when paying via PayPal.)

_____ 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.)
Payment of the rehearsal dinner fee may be made by check, cash, money order, or PayPal. (A convenience fee applies to PayPal transactions: \$460 is the wedding fee when paying via PayPal and \$515 is the Holiday rehearsal dinner fee when paying via PayPal.)

_____ 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 in the mechanic room.)

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. 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.)