

# 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: \_\_\_\_\_

## Facilities and Associated Fees Required:

\_\_\_\_\_ Wedding Fee: \$975 (includes access to the chapel for four hours the day of the wedding, plus one hour rehearsal the day prior)  
(For holiday bookings, the Wedding Fee is \$1,075\*. For a list of applicable holidays, please refer to the General Building Use Policies, #17.)  
**Payment of the wedding fee may be made by check, cash, money order, or PayPal. (Please note: a convenience fee applies to PayPal transactions: \$1,000 is the wedding fee when paying via PayPal and \$1,100 is the Holiday wedding fee when paying via PayPal.)**

\_\_\_\_\_ Liability Insurance Premium: \$100, payable to K&K Insurance (required, unless a certificate of liability insurance, is provided to the Building Coordinator, 30 days prior to the wedding) Please see General Building Use Policies, #16 for more information on the liability insurance requirement.

\_\_\_\_\_ 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, or else destroyed, after the ceremony, provided there has been no damage to the premises and reasonable cleanup has been performed, which includes removal of trash to the trash bins located in the mechanical room.)

A \$500 downpayment toward the wedding fee and a signed agreement are required to confirm the requested date. The balance of the wedding fee, the \$100 insurance premium (or certificate of insurance), and the \$500 security deposit, are all due 30 days prior to the event.

**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.

## 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

**Please attach a photo of the bride and groom. Thank you. (Photos may be sent as an email attachment.)  
Please tell us, how you learned of Our Lady of the Snows Chapel as a wedding/reception venue:**