



This Facilities Rental Agreement ("Agreement") is entered into by \_\_\_\_\_ and \_\_\_\_\_ ("RENTER(S)") and THE CHAPEL at Pasadena. The parties hereto agree to be legally bound, and in consideration of the mutual covenants hereinafter contained, agree as follows:

This Agreement is entered into on \_\_\_\_\_ (today's date) for an event on \_\_\_\_\_ (date of event) between the hours of \_\_\_\_\_ and \_\_\_\_\_ for a total of \_\_\_\_\_ hours.

Total Event Rental Price \$ \_\_\_\_\_ (including a \$300 refundable security deposit)

The above price includes the following:

- Full use of the chapel and bridal suite for 3 hours
- Rehearsal / Setup Time as outlined in clause 2 below
- On-Site Coordinator (standard)
- Sound Tech as outlined below

A deposit of \$ \_\_\_\_\_ (half the total price, including security deposit) is required at the time of contract signature.

This contract incorporates the information and price that the parties received from THE CHAPEL at Pasadena prior to booking this event. The terms and conditions of this contract may not be altered or modified orally by any personnel of THE CHAPEL at Pasadena hereafter to be referred to as THE CHAPEL.

*(PLEASE INITIAL THAT YOU UNDERSTAND AND WILL COMPLY WITH ALL THE REQUIREMENTS)*

1. \_\_\_\_\_ RENTAL TIME:

Time period includes activities before, during and after the event, including set-up and removal of all items.

YOUR TIME BEGINS at \_\_\_\_\_

YOUR TIME ENDS at \_\_\_\_\_

TIME IS OF THE ESSENCE in regard to the time period stated above it is customary and proper to begin and end your event on time. A cancellation of the RENTER(S) booked activity may result

if RENTER(S) do not abide by the time limitation because time periods are booked both before and after your time period, and must be honored to the other parties by THE CHAPEL. In the event you cancel your event or other services, THE CHAPEL reserves the right to re-book RENTER(S) time period(s). In the event that RENTER(S) event exceeds the time allowed, including clean-up, THE CHAPEL reserved the right to charge overtime, at \$250 per half hour.

2. \_\_\_\_\_ REHEARSAL/SET-UP TIME:

Time period includes activities before during and after set-up/rehearsal, including set-up and removal of all items. If rented, complete the following information:

DATE OF REHEARSAL \_\_\_\_\_

YOUR TIME BEGINS AT \_\_\_\_\_ YOUR TIME ENDS AT \_\_\_\_\_

3. \_\_\_\_\_ CHANGES:

If a change of date or time for an activity is required, it must be in written form and signed by THE CHAPEL staff member. An additional \$200 (two hundred dollars) charged over and above the original cost is required for EACH change of services booked.

4. \_\_\_\_\_ OFFICIANTS:

You will be required to supply your own Christian officiant (who is willing and able to sign the Pastoral Agreement). The pastoral agreement must be signed and returned to THE CHAPEL no later than 7 days prior to your wedding.

5. \_\_\_\_\_ PAYMENTS:

PAYMENT IN FULL OF BALANCE IS DUE BY \_\_\_\_\_ (30 days prior to event). All contracted services must be paid in full 30 days prior to the scheduled date. If a cancellation is not made at least 30 days in advance of the event date and RENTER(S) have not contacted THE CHAPEL regarding the payment of your event balance, the event will be canceled and RENTER(S) time period will be re-booked by THE CHAPEL.

6. \_\_\_\_\_ LIMITATION OF LIABILITY:

THE CHAPEL's maximum liability under this contract shall be the refund of all sums paid by the RENTER(S). THE CHAPEL assumes no responsibility for personal property of RENTER(S) or their guests while at THE CHAPEL; NOR IS THE CHAPEL RESPONSIBLE FOR OUTSIDE SERVICES. THE RENTER(S) MAY HIRE AND BRING PHOTOGRAPHERS, MUSICIANS, VIDEOGRAPHERS, CLERGY and/or CATERING.

7. \_\_\_\_\_ DEPOSITS:

Deposits or moneys paid toward the event or any booked activity are not refundable regardless of circumstances nor are the fees transferable from one booked activity to another within one month of booked date. If any circumstances relating to religious rules and regulations, time

schedules, military or otherwise, family preferences or legal disabilities exist, do not sign this contract, as THE CHAPEL's policy regarding moneys paid will not be altered. All moneys paid for any booked activity up to the full amount of the contract price are considered LIQUIDATED DAMAGES in the event the booked activity does not occur, and under no circumstances are the deposits or paid in moneys refundable. This includes natural disasters or other 'Acts of God', war, civil unrest, or the failure of third parties under such circumstances.

8. \_\_\_\_\_ SMOKING & FIREWORKS:

Smoking and fireworks (including sparklers) are not permitted on THE CHAPEL's property at any time.

9. \_\_\_\_\_ FOOD AND BEVERAGES:

NO food or beverages, other than water bottles, are allowed in THE CHAPEL's SANCTUARY at any time, unless otherwise contracted by the RENTER(S). No alcohol is allowed on property.

10. \_\_\_\_\_ CANDLES AND FLOWER PETALS:

Candles shall be in enclosed glass vessels, with the rim of the vessel greater than 1" above the flame. Flower petals used as decor or tossed by a flower girl must be silk, or other "fake" flower petal. **No real flower petals may be used as decor or tossed. A fee of \$100 will be charged if THE CHAPEL Coordinator is required to clean up any non-artificial rose petals.**

11. \_\_\_\_\_ DAMAGES:

Any and all damage done to THE CHAPEL's property by the RENTER(S) or their guests, including but not limited to photographers, musicians, clergy and/or catering, is the RENTER(S) responsibility and will be charged to the RENTER(S). In the event of such damage, the repairs will be carried out by THE CHAPEL and paid for by the RENTER(S).

12. \_\_\_\_\_ NO WARRANTY:

THE CHAPEL does not warrant that its facilities are suitable for any particular purpose nor does it warrant any conditions on the premises. RENTER(S) agree that they have had an opportunity to examine the facilities; that THE CHAPEL is not responsible for any notification of any defects within the facilities; and that RENTER(S) will accept the premises as an "AS IS" condition "with all faults".

13. \_\_\_\_\_ RECOVERY OF LEGAL FEES:

RENTER(S) shall bear full responsibility for all attorney's fees and costs incurred by THE CHAPEL to enforce this contract. If THE CHAPEL seeks legal action to recover damages in excess of the security deposit, all sums due shall bear interest at the rate of 15% per annum.

14. \_\_\_\_\_ INDEMNIFICATION:

RENTER(S) assume responsibility and liability for and agree to indemnify, hold harmless and defend THE CHAPEL from and against any and all claims, losses, liabilities, injuries, obligations damages, and expenses, including reasonable attorney's fees, if any, which THE CHAPEL may suffer or incur that are wholly or in part resulting from any act or omission by RENTER(S) guests or invitees, or that for any cause or reason whatsoever arise out of or relate to

RENTER(S) use of THE CHAPEL's property. RENTER(S) will notify THE CHAPEL in writing with a full description of the facts/incident that occurred including but not limited to the names and addresses of involved parties with regard to any occurrences on the property, which involve any injury to person or property. RENTER(S) will provide THE CHAPEL promptly with copies of any claims for damages of any sort, including complaints in any court actions involving such claim.

15. \_\_\_\_\_ EVENT INSURANCE:

THE CHAPEL requires RENTER(S) who will be hosting their reception on property to obtain 1-Day Event (or Wedding) Liability Insurance in a minimum amount of one million dollars for the day of the event.

16. \_\_\_\_\_ PARKING:

There are 14 parking spaces available behind THE CHAPEL available at a first come, first serve basis on the day of your event. Additional vehicles must utilize street parking and are subject to Pasadena City street parking laws. Please read and obey all parking signs. Do not park in our neighboring business' lots.

17. \_\_\_\_\_ OUTSIDE VENDORS/PREFERRED VENDORS:

All outside vendors, including but not limited to officiants, musicians, florists, photographers and caterers, shall be contracted and paid separately. They are in no way hired by THE CHAPEL. All outside vendors must follow rules and regulations set forth by this contract or verbally by THE CHAPEL on-site contact. All outside vendors must be aware of any city or state wide laws, including any licenses they may need for their job, and follow them while on property.

18. \_\_\_\_\_ THE CHAPEL PHOTO RIGHTS:

Please initial this line if you grant THE CHAPEL to take photos of your setup on THE CHAPEL property for use in marketing online or in printed material. Additionally, if agreed to by initialing this line, any photos you send to THE CHAPEL on or after the date of your event may be used in marketing as well.

**If you do not agree with the conditions or do not understand them DO NOT SIGN THIS CONTRACT.**

Signature of RENTER(S):

X \_\_\_\_\_ X \_\_\_\_\_

Bride: \_\_\_\_\_ Groom: \_\_\_\_\_

Signature of THE CHAPEL representative

X \_\_\_\_\_

Holly Caldwell Date: \_\_\_\_\_