

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.

_____ 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.)

A downpayment toward the wedding fee (\$500 for most dates; \$550 for holiday* bookings) and a signed agreement are required to confirm the requested date. The balance of the wedding fee (\$475 for most dates; \$525 for holiday* bookings), 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. 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.

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 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.)