

COROLLA CHAPEL EVENT AND WEDDING RESERVATION AGREEMENT

The purpose of this document is to provide a basis of understanding of the terms and conditions for reserving the use of Corolla Chapel's facilities for events or weddings. For the purpose of this document we may refer to a wedding as an event.



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1. Corolla Chapel reserves the right to refuse use of its facilities at their discretion.
 2. Absolutely no alcohol is permitted on the premises without prior permission.
 3. Corolla Chapel is strictly a Christian organization. Non Christian weddings are strictly prohibited on its premises.

4. **Contact Information:**

You may contact the chapel by calling 252.453.4224, e-mailing us at admin@corollachapel.com, or mailing us at: P.O. Box 64 Corolla, NC 27927.

5. **Sanctuary:**

Weddings scheduled in the sanctuary will be scheduled in four (4) hour blocks. Two hours before for preparation, one hour for the event itself, and one hour afterwards to clean and close up. In order to accommodate weddings that precede and follow this one, the four hour timeframe will be **strictly** enforced. If you need additional time for your wedding, you must negotiate additional time with Corolla Chapel.

The sanctuary has a Yamaha Baby Grand piano, alter, podium, and sound system. It has 55 pews and seats 250 guests. The Fellowship Hall may be used for a bride and her party to congregate and wait before making her grand entrance through the front foyer. Also included and available is use of two modestly spacious restrooms located off the north and south side foyers. The south side foyer restroom has a full length mirror.

a) **Fire Marshall Rules:**

No more than 250 guests will be allowed into the sanctuary at one time.

b) **Chapel Reservations:**

Availability of the chapel must be confirmed in advance. The chapel will not be considered reserved until and unless it's availability is confirmed and the non-refundable deposit has been received.

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c) Cost / Fees:

- i) Payment(s) can be cash, check, or cashier's check, payable to the Corolla Chapel.
- ii) An initial nonrefundable \$300 deposit is required. No time scheduled will be considered secured until and unless the chapel's availability is confirmed and the deposit is received. Couples planning to have their event at another location (e.g. the Whalehead Club, the Lighthouse, the beach, etc.) may want to reserve the chapel as a "backup plan" in case of inclement weather. This deposit is required to reserve the chapel's sanctuary as a "backup plan".
- iii) An actual facilities use fee of \$200 (waived for vow renewals) is required any time before the commencement of the actual event. We suggest that all payments are done prior to the day of the event.
- iv) Price includes allowance for a 1 hour rehearsal which must be scheduled with the chapel in advance.
- v) Facilities Facilitator Fee

If an outside clergy (see clergy requirements below) is scheduled to officiate your wedding an additional \$100 facilities facilitator fee is required to cover opening, cleaning, and closing the chapel. Payment is required prior to the day of the event. Failure to provide the fee will result in the cancellation of the event.

6. Fellowship Hall:

The Fellowship Hall consists of approximately 1,000 square feet of meeting space. It has 100 chairs and 10 tables that seat 8 guests each. You may choose to utilize the tables with no more than 68 seated guests, or all 100 chairs. Also included and available is use of the modestly spacious restroom off the foyer adjacent to the Fellowship Hall and use of the kitchen which has a sink, refrigerator, ice maker, microwave oven, stove, and two ovens

a) Fire Marshall Rules:

No more than 68 guests seated at tables, or 100 seated guests without tables, or 140 standing guests will be allowed into the Fellowship Hall at one time.

b) Cost / Fees:

A nonrefundable deposit of \$300 is required that covers the first hour of use. Payment of an additional \$300 for each hour that the Fellowship Hall is to be reserved will be due prior to the day of its use. The Fellowship Hall will be reserved for your exclusive use and includes access to the chapel's kitchen. This precludes rental of the sanctuary so as not to conflict with your function. No time scheduled will be considered secured until and unless the chapel availability is confirmed and the deposit is received.

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7. Clergy:

a) Chapel' Clergy:

i) Chapel Weddings:

The pastor's gratuity is \$350 for weddings and \$200 for vow renewals. This covers the counseling session, rehearsal, and wedding ceremony. Full payment is due any time before the day of the event.

ii) Off Premises Weddings (e.g. Beach, etc.):

The pastor's gratuity is \$400 and covers travel, the counseling session, rehearsal, and wedding ceremony. Payment is due any time before the day of the event. An initial nonrefundable \$200 deposit is required to reserve the date on the pastor's schedule. The remaining \$200 is due any time before the day of the event.

Consideration should be given to reserving the chapel's facility in case of inclement weather.

iii) Payment(s) can be cash, check, or cashier's check, payable to the pastor.

b) Non chapel clergy:

i) Strictly Christian:

Corolla Chapel recognizes ministers from other mainline Christian denominations and will permit non chapel clergy to perform weddings on its premises. However, we also recognize that some individuals have received credentials from the internet and other unacceptable sources solely for the purpose of performing wedding as a business. Those individuals and/or groups will not be permitted to use the facilities. Therefore, you will need to provide the name and contact information of the individual who will be officiating your wedding so that the chapel can confirm that they meet its requirements to officiate on its premises.

8. Potential cancellations:

We recognize the possibility that circumstances beyond our control could occur such as personal issues, natural, or national disasters, etc. that may require cancellation of a wedding. Corolla Chapel and all guests attempting to secure use of the Corolla Chapel's facilities must acknowledge and accept this potentiality. Should the cancellation occur due to events affecting the guest securing the chapel's facilities, the guest shall contact Corolla Chapel as soon as possible. Conversely, Corolla Chapel's staff will attempt to contact the appropriate party of the cancellation as soon as possible.

Please be considerate of our community and kindly take down any announcements, posters, balloons, signage that you or your guests put up around the community.

Parties signing this agreement will be legally and financially responsible for any accidents, injuries, or loss suffered by any and all parties attending the event represented by this agreement. Neither Corolla Chapel nor any of its member, nor affiliates will be held legally, financially, or incidentally responsible for any accidents, injuries, or loss suffered while you or your guests are on the premises.

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~ Please complete, sign, and return ALL pages of this document ~

Wedding Event: Backup ONLY:
Requested event date: _____ Time: _____
Rehearsal date: _____ Time _____

Grooms Name: _____	Age: _____	Phone #: _____
Brides Name: _____	Age: _____	Phone #: _____
Primary Contact _____		
Mailing address: _____		

City, State, Zip _____		
e-mail address: _____		

Officiate Name: _____	Telephone #: _____
Organization credentialed with (Denomination) _____	
Officiate e-mail address: _____	
Officiate mailing address: _____	

Signing below affirms that you understand and agree to abide by the terms and conditions of this agreement

PRINT NAME

Signature

Date

FOR OFFICE USE ONLY:

Date Agreement & Payment Received: _____
COMMENT/NOTES _____
