

Chapel of Our Lady of the Snows
Wedding Building Use Agreement

Rental/User Contract: Between Our Lady of the Snows Parish of the Archdiocese of Anchorage, Alaska, referred to herein as owner, and

(Address, phone number, and e-mail)

Bride: _____

Groom: _____

Religious affiliation: _____

Officiate: _____

Approximate Number of People Attending: _____

Facilities and Associated Fees Required:

_____ Wedding: \$850 (access to the Chapel for four hours, plus one hour rehearsal the day prior to the wedding)

_____ Insurance: \$100 (required unless a certificate of insurance is provided 30 days prior to the wedding. Insurance may be purchased through the Archdiocese of Anchorage. Please make the check payable to the Archdiocese of Anchorage in the amount of \$100. The building coordinator will fill out and FAX the paper work for you.)

_____ Security Deposit: \$500 (Please write a separate check dated for the day of the wedding ceremony. *This check will be NOT be cashed unless damage occurred or the facility is not returned to original condition in a timely manner. Your check will be returned to you after the ceremony, provided reasonable clean up has been made.)

A payment of \$425 is required to confirm the date. Cancellation must be made 30 days prior to the event in order to receive a full refund. Insurance is non-refundable. Balance is due 30 days prior to the event.

Rental Date and Time:

Rehearsal: Date: _____ Time: _____

Wedding: Date: _____ Time: _____

*Reasonable clean up includes removal of trash to the dumpsters. Renter must return the Chapel to the original condition. Renter has read, understands, and agrees to abide by the Building Use Agreement, including the Terms and Conditions attached. An extra fee will be charged for any time which exceeds the four hour wedding or one hour rehearsal allotted time.

Renter's signature Date

Building Coordinator's signature Date