

Little Harbor Chapel

Wedding Reservation Form- 2013

PLEASE NOTE THAT THE DATE AND TIME FOR YOUR WEDDING WILL NOT, UNDER ANY CIRCUMSTANCES, BE ENTERED UPON THE CHAPEL SCHEDULE UNTIL THIS COMPLETED FORM, TOGETHER WITH FULL PAYMENT, IS RECEIVED BY THE MANAGING TRUSTEE'S OFFICE.

Please note:

- Failure to be prompt may result in another couple reserving your desired date because their reservation form was received prior to yours.
- Payment in full, subject to Trustee's confirmation alone, confirms your date and time.
- Payment is made as a deposit and it is agreed that this sum and any other sums paid (for this wedding) shall be forfeited if the wedding is cancelled.
- If you decide *not* to go forward with the wedding, please notify Mrs. Carol Melchor @ (603) 436-4902.
- MARK YOUR CALENDAR...to call Mrs. Carol Melchor two to three weeks prior to your wedding date (or sooner, if you wish) to discuss preparation of the Chapel, i.e. florals, music, etc.

Chapel rules:

- The Chapel seats 70, comfortably...80 MAXIMUM. If your guest list exceeds 80, you MUST RESERVE A LARGER FACILITY. Fire laws demand that there be NO STANDING AT THE BACK OF THE CHAPEL.
- If you do over-book, please know that standees will be directed to the out-of-doors RAIN OR SHINE!!!
- Wax candles, oil lamps, incense, luminaries, insect coils, etc. are NOT ALLOWED. You may display battery-run candles (Christmas window lights) as an alternative.
- PEW DECOR...no stapling, wiring or taping of bows/florals to the pews. Ribbon or pipe cleaners may be used as a securing device.
- No throwing rice, confetti, and/or birdseed. Miniature bells or bubble dispenser handouts are acceptable.

Directive: Submit this entire form and a check payable to: Little Harbor Chapel

(A copy of this reservation form will be returned to you)

Please mail to: Little Harbor Chapel
P.O. Box 4256, Portsmouth, NH 03802-4256

THE UNDERSIGNED DOES HEREBY RESERVE LITTLE HARBOR CHAPEL FOR:

PREVIEW of Chapel @ \$25.00 _____, _____, 200_ at _____, __.M.
Day of week month & day time*

REHEARSAL @ \$50.00 _____, _____, 200_ at _____, __.M.
Day of week month & day time*

WEDDING @ \$550.00 _____, _____, 200_ at _____, __.M.
Day of week month & day time*

*** TIME WRITTEN is to be the EXACT STARTING TIME of the PREVIEW, REHEARSAL and/or CEREMONY.**

PLEASE SIGN:

Bride _____ / Groom _____
Print Name _____ / Print Name _____
Phone # () _____ / Phone # () _____
Address _____ Address _____
City _____ State _____ Zip _____ City _____ State _____ Zip _____

For office use only:

THE ABOVE DATE (S) ARE CONFIRMED FOR USE OF LITTLE HARBOR CHAPEL

BY: _____ Dated- _____

For: Theodore P. Day, Managing Trustee
Mrs. Carol Melchor,- Telephone / Fax (603) 436-4902

335 Little Harbor Road, P.O. Box 4256 Portsmouth, NH 03802-4256