

Little Harbor Chapel

Reservation Contract

Reserving Little Harbor Chapel

This contract defines the terms and conditions under which LITTLE HARBOR CHAPEL, hereafter referred to as LHC or the Chapel, and _____ [client name], hereafter referred to as the CLIENT, agree to the CLIENT'S and their guest's use of LHC facilities as described below, on _____ [event date].

Reservations will be secured once **full payment, refundable security deposit and snow removal deposit (Nov. 15-Apr. 15)** together with this **reservation form** have been received by LHC. Payment may be made by cash, check or credit card*. This contract constitutes the entire agreement between LHC and the CLIENT and becomes binding once submitted in full.

Today's Date:

Client Contact

Bride Groom Other

Bride Groom Other

Print Name:

Print Name:

Signature:

Signature:

Phone:

Phone:

Email:

Email:

Address:

Address:

City: State: Zip:

City: State: Zip:

Name of person being baptized:

DOB:

Name of person being Memorialized:

Little Harbor Chapel

Reservation Contract

Rental Fees & Schedule

- Preview \$45 Date: Time:
- Rehearsal \$75 Date: Start Time: End Time:
- Wedding \$675 Date: Start Time: End Time:
- Baptism \$475 Date: Start Time: End Time:
- Memorial \$475 Date: Start Time: End Time:

Refundable Deposits

- Security Deposit Check - \$350

Security deposit is not the rental fee. It serves as a refundable damage/contract deposit. Damage to LHC or violation of contract, by CLIENT or their guests will result in part or all of the security deposit being withheld. Security deposit will be returned, **by check**, within 2 weeks of the conclusion of the event.

- Snow Removal Deposit Check (Nov 15-April 15) - \$200

Snow removal deposit will be held for events taking place between November 15-April 15. Deposit will be refunded in full **by check** in the case of no snow or ice removal.

Total Fees & Deposits: \$ _____

Would You Like To Make A Donation?

LHC is a nonprofit 501(c)(3). From the remainder of my security deposit, I would like to make a tax-deductible donation in the amount of:

- \$350 \$250 \$150 \$75 Other \$ _____ Please follow-up

Little Harbor Chapel

Reservation Contract

Payment Information

Make checks payable to: Little Harbor Chapel

Mail checks & Form to: Little Harbor Chapel

% 124 Pinehurst Rd. Portsmouth, NH 03801

Submit Form: E. info@littleharborchapel.com

Payer Name:

Event Date:

Payer Address (if different from Client):

Check Amount:

Check #

Check date:

***Credit card payments will incur a 3.5% transaction fee. Refundable deposits made with a credit card will be returned less the transaction fee.**

CC#

Exp.

Zip Code:

Security Code:

Name on CC:

Signature:

Signature authorizes LHC to charge this CC for the total amount being paid. You may also submit CC info by phone.

Little Harbor Chapel

Reservation Contract

How did you find us?

Website Facebook Instagram The Knot Print Ad

Personal/Business Referral

(Please let us know who) _____

Previous Event at LHC

(What & When) _____

Other _____

Names after Marriage

Bride Groom Other

Bride Groom Other

Print Full Name:

Print Full Name:

We are honored that you have chosen Little Harbor Chapel for this meaningful event. Please tell us your story! We would love to know how you came to choose us:

Little Harbor Chapel

Reservation Contract

Facilities and Services Provided by Little Harbor Chapel

LHC, located at 335 Little Harbor Road, Portsmouth NH, will provide the facilities and services described here on the event date(s) noted above. Established in 1902 as an UN-denominational Chapel and currently operated as a nonprofit 501(c)(3), the seasonal Chapel offers Sunday services led by visiting ministers in July & August. LHC is managed by a part-time caretaker & trustees. Event rentals are available year round. Please contact LHC to discuss details of access between December 15-April 15.

Reservation/Cancellation

Reservations are made on a first-come, first-served basis. Please submit payments promptly in order to secure your reservation.

◆ **Rental fees are non-refundable.** It is agreed that this sum shall be forfeited if the event is cancelled. Security and snow removal deposits are fully refundable according to the provisions of this agreement.

◆ In the event of a date change, please notify LHC promptly. We will do our best to accommodate minor event changes up to one month before the event date.

◆ LHC has the right to terminate this contract if the CLIENT or guests fail to meet or violates any terms of the contract. The CLIENT shall not assign or sub-lease any terms, conditions or services contained in this contract or any interest therein without the written consent of LHC.

Security and Snow Removal Deposits

◆ Security deposit will be returned in full provided that LHC receives no damage beyond normal use and that all regulations herein are followed by CLIENT and their guests. The schedule, as described above, must be adhered to within a 15 minute grace period (see Grace Period below).

◆ If snow removal services are not utilized, deposit will be refunded in full.

Adhering to Scheduled Time

◆ The CLIENT will have access to the parking lot and Chapel for ½ hour at the start of scheduled Rehearsal time; for 1 hour before and for 1 ½ hours after start of scheduled Wedding time. For Baptisms and Memorials the parking lot and Chapel will be open ½ hour before and for 1 hour after the scheduled start.

◆ Special access to LHC beyond contracted time (musician rehearsal, officiant preview, photograph session, etc.) may be scheduled for an additional \$45 per ½ hour.

◆ Setup and cleanup must take place within the CLIENT's scheduled time.

Little Harbor Chapel

Reservation Contract

Grace Period

◆ ***A 15 minute grace period after the scheduled start time will be permitted in the event of unforeseen delays. Should delays, of any kind, run beyond the 15 minute grace period, the CLIENT will forfeit the entirety of the Security Deposit.***

Chapel Regulations

The LHC is a nonprofit historic monument staffed by a part-time caretaker. Please be considerate of the regulations that are in place to preserve and protect the building and grounds as well as to ensure that your time at the Chapel runs smoothly.

◆ LHC does not have a resident officiant. All guest officiants who are licensed in the state of NH are welcome.

◆ LHC welcomes persons of all faiths and orientations.

◆ The Chapel seats up to 80 guests.

◆ Strict fire laws demand that all guests be seated and remain clear of means of egress during the event. Overflow guests will be directed to, and required to remain outside of the Chapel for the duration of the event.

◆ No flames or wax candles may be used at any time on Chapel property. LED candles are a welcome alternative.

◆ Absolutely NO SMOKING on Chapel property. Please notify guests.

◆ No food, drink or gum permitted inside the Chapel. Please help us preserve the historic building and prevent uninvited pests!

◆ Only ribbon or pipe cleaners may be used to secure decorations to the pews.

◆ Flower arrangements must be in watertight containers, and delivered and removed within the specified time for which the Chapel has been reserved.

◆ The LHC is a “leave no trace” historic site. All decorations & packaging must be removed from the property immediately following the event.

◆ Miniature bells or bubbles may be used outside the Chapel to celebrate the conclusion of the ceremony. Tossed or scattered materials are not permitted.

◆ Runners may not be used on the aisle or altar.

◆ Interior furnishings may not be rearranged. The lectern & chair on the altar may be relocated for a ceremony with prior approval.

◆ We welcome you to include a ringing of the historic bell as part of your event.

◆ A Chapel representative must be present for the duration of all events and rentals.

Little Harbor Chapel

Reservation Contract

Parking

- ◆ The LHC parking lot can accommodate 35 standard passenger cars.
- ◆ Cars must enter the gate at the front of the Chapel and exit the gate toward the rear of the Chapel. We encourage backing into parking spots.
- ◆ Busses or Trolleys may drop passengers in front of the Chapel and may return to collect guests at the end of the event but may not remain parked on Little Harbor Rd.
- ◆ All vehicles must exit the parking lot at the end of the event. The gates will be locked 5 minutes after the scheduled conclusion of the event. ***Any vehicles remaining after this time will be charged a gate unlocking fee of \$200.***

Accessibility

- ◆ Please inquire about our accessibility accommodations.

Restroom

- ◆ There is a single, restroom in the LHC. Due to the historic nature of the building & plumbing, water is not available from December 15-April 15.

Heating & Cooling

- ◆ AC and heat will maintain comfortable temperatures inside as outside temperatures dictate.

Sound & Lighting System

- ◆ The LHC does not have a sound system or additional lighting.

WiFi

- ◆ The LHC does not currently have WiFi however there is excellent cell coverage from all major providers.

Liability

LHC does not accept responsibility for damage to or loss of property left at LHC prior to, during or after the event. Further, LHC shall not be liable for loss, damage or injury of any kind, to any person or property. The CLIENT agrees to be responsible for damage caused to LHC by the CLIENT, guests, employees or other agents under the CLIENT's control. The CLIENT, as a material part of the consideration of this agreement, hereby waives on its behalf all claims and demands against LHC for any such loss, damage, or injury of the CLIENT, and hereby agrees to indemnify and hold LHC free and harmless from all liabilities for any such loss, damage or injury to other persons, and from all costs and expenses arising there from, including but not limited to attorney fees.