

Little Harbor Chapel

An Article 13 Trust of Arthur Astor Carey

Terms & Conditions: Reserving Little Harbor Chapel

This page helps define **the terms and conditions** under which Little Harbor Chapel, hereafter referred to as LHC or the Chapel, has set forth the rental or use of the facility. The CLIENT agrees that the CLIENT and their guests will abide by all LHC terms of use of its facilities.

Reservation Confirmation:

Reservations will be secured once full payments have been received by LHC, **including refundable damage/cleaning deposit** (and if applicable snow removal fee for events Nov. 15-Apr. 15) **together with the reservation form**. The contract constitutes the entire agreement between LHC and the CLIENT and becomes binding once submitted in full.

Reservation/Cancellation:

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

♦ **Rental & Snow Removal (Nov 15-April 15) fees are non-refundable.** It is agreed that this sum shall be forfeited if the event is canceled.

♦ **Damage/Cleaning deposit** is 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 original event date. Postponements must be fulfilled within 12 months of the original 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.

Damage/Cleaning Deposit:

♦ Damage/Cleaning deposit will be returned in full provided that LHC receives no damage beyond normal use, does not require special cleaning measures 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).

Adhering to Scheduled Time:

♦ The CLIENT will have access to the parking lot and Chapel for 1/2 hour at the start of scheduled Rehearsal time; for 1 hour before and for 1 hour after start of scheduled Wedding, Baptism and Memorial times.

♦ Setup and cleanup must take place within the CLIENT's contracted time.

♦ Special access to LHC beyond contracted time (musician rehearsal, officiant preview, extra setup, etc.) may be scheduled for an additional \$50 per 1/2 hour.

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 Contract Deposit. 30-minute delays will result in the cancellation of the event.

Accessibility:

♦ There is a portable ramp, but please inquire about our accessibility accommodations if needed.

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 help to maintain comfortable temperatures inside. Please keep in mind the historic nature of the building's high ceilings and large uninsulated windows.

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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 is a Christian chapel and welcomes all persons of all faiths.
- ◆ 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.
- ◆ **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 & vendors.
- ◆ No food, drink or gum permitted inside the Chapel. Please help us preserve the historic building & 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 must be 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.
- ◆ **Tossed materials (i.e. silk or live flower petals) are not permitted inside or out.**
- ◆ 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 will be present duration of all events and rentals.

Wi-Fi, Sound & Lighting System:

◆ The LHC does not have a sound system or additional lighting. There is excellent cell coverage from all major providers.

Parking:

- ◆ The LHC parking lot can accommodate roughly 40 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 10 minutes after the scheduled conclusion of the event. **Any vehicles remaining after this time will be charged an additional gate unlocking fee of \$200.**

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.