

# Little Harbor Chapel

An Article 13 Trust of Arthur Astor Carey

## Reservation Contract Form

### Reserving Little Harbor Chapel:

This Contract defines the terms and conditions under which **Little Harbor Chapel**, hereafter to be known as LHC or the Chapel, and  (client's name), hereafter to be known as the CLIENT, agree to the CLIENT's and their guests use of LHC facilities as described below, of  (event date).

Reservations will be considered secured once the full payment of the following are received by LHC:

1. Reservation Contract Form: once received and completed.
2. Fees for the services requested are received.
3. Refundable damage/cleaning fees are received
4. If applicable: Snow Removal fee (for events Nov. 15 - April 15)
5. **The client, by providing their full payment acknowledge that they have read & agree to LHC Terms and Conditions agreement found on the website.**

Payments may be made by **Check** or **credit card\***  (CC will be assessed a 3% usage fee).

**This contract constitutes the entire agreement between LHC and the CLIENT and becomes binding once funds are deposited by LHC and CLIENT information is submitted in full and accepted by LHC.**

Today's Date:

### **Client Contact information**

Bride  Groom  Other

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Phone# \_\_\_\_\_

Email \_\_\_\_\_

Address \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Bride  Groom  Other

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Phone# \_\_\_\_\_

Email \_\_\_\_\_

Address \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Name of person being Baptized:  DOB

Name of person being Memorialized:

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## Reservation Rental Fees & Requested Schedule

LHC is a non-profit. Rental fees help support the historic chapel's mission & preservation and are not refundable because the dates are committed, but deposits are returned.

**Preview \$50**      Date Requested:  Time Requested:   
(30 Minutes)

**Rehearsal \$100**      Date:  Start Time:  End Time:   
(1 Hour of Chapel Time)

**Wedding \$700**      Date:  Start Time:  End Time:   
(1.5 Hours of Chapel Time)

**Baptism \$700**      Date:  Start Time:  End Time:   
(1.5 Hours of Chapel Time)

**Memorial \$700**      Date:  Start Time:  End Time:   
(1.5 Hours of Chapel Time)

Additional Time \$50/half hour

Outdoor Reception after event (2-hour max.) \$350.

Snow Removal Expense (Nov 15 – April 15) \$1,000  
*(Because New England weather can be unpredictable, a snow removal fee will be required for all events taking place between November 15- April 15.)*

## Refundable Deposit

Damage/Cleaning Deposit Check- \$350

*Damage/Cleaning deposit is not a rental fee. Damage to LHC, cause for special cleaning measures or violation of contract, by CLIENT or their guests will result in part, or all of the deposit being withheld. Deposit will be returned, **by check**, within 2 weeks of the conclusion of the event.*

**\*Each credit card transaction will incur an additional 3% service fee (less than LHC is charged). Refundable deposits made with a credit card will be returned by check unless otherwise specified.**

Added Credit Card 3% fee: \$

**Total Charge: Services, Fees & Deposits: \$**

## Payment Information

**Checks-** Please send forms and check to:      **Check#**       **Check date**

**Little Harbor Chapel**

**PO Box 4256**

**Portsmouth, NH 03801**

**Check Amount \$**

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Client Name  Event Type & Date

Payer Address  
(if different than Client)

CC Payment Information – Total authorized charge \$

CC#  Expiration date

Billing Zip Code  Security Code:

**\*Each credit card transaction will incur an additional 3% service fee (less that LHC is charged). Refundable deposits made with a credit card will be returned by check unless otherwise specified.**

Name on credit card

Signature

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

***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:***

***If you are on social media, please tag us! May we tag you? If so, please let us know how to find you:***

**Would you like to make a tax-deductible donation?**

LHC is a non-profit 501(c)(3) Charitable Trust. I would like to make a tax-deductible donation in the amount of:

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