Little Harbor Chapel

Un-Denominational chapel of Arthur Astor Carey- Article 13 Trust

Reservation Contract Form

Reserving Little Harbor Chapel:

This Contract & "Terms & Conditions Contract" is in which **Little Harbor Chapel**, hereafter to be known as LHC or the Chapel, and _____, hereafter to be known as the CLIENT, agree to the CLIENT's and their guests use of LHC facilities as described below, on _____ (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 & "Terms & Conditions Contract" constitutes the entire agreement between LHC and the CLIENT and becomes binding once CLIENT information is submitted, and the funds are accepted and deposited by LHC.

Today's Date: _____

Client Contact information- (also to whom & where should the deposit be returned?)

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: _____

335 Little Harbor Road, (Mail: P.O. Box 4256) Portsmouth, NH 03802-4256
Call/Text: (603)436-4902 Email: info@littleharborchapel.com

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Reservation Rental Fees & Requested Schedule

LHC is a non-profit. Rental fees help support the historic chapel's mission & preservation.

☐ **Preview $75** (30 Minutes) Date Requested: _____ Time Requested: _____

☐ **Rehearsal $150** (1 Hour of Chapel Time) Date: _____ Start Time: _____ End Time: _____

☐ **Wedding $1,000** (2.0 Hours of Chapel Time) Date: _____ Start Time: _____ End Time: _____

☐ **Baptism $500** (1.0 Hour of Chapel Time) Date: _____ Start Time: _____ End Time: _____

☐ **Memorial $750** (1.5 Hours of Chapel Time) Date: _____ Start Time: _____ End Time: _____

☐ **Other Service $750** (1.5 Hours of Chapel Time) Date: _____ Start Time: _____ End Time: _____

☐ Additional Time $150/half hour

☐ Outdoor Reception after event (2-hour max.) $550/hr.

☐ 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. The 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: $ _____

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Payment Information

CC# - *Please call us!!! For security, please submit by phone!!!*

***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.**

Checks- Please send forms and check to:

Little Harbor Chapel
Attn: Managing Trustee
46 Autumn Lane
East Kingston, NH 03827

Check# _____ **Check Date** _____

Check Amount $ _____

Deposit Payer info: _____

Deposit Payer's Address
(if different than Client)

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. Please help us keep the Chapel in pristine condition. Please make a tax-deductible donation in the amount of:

☐ $350 ☐ $250 ☐ $150 ☐ $75 ☐ Other $_____ ☐ Please call to follow-up

Brick Donation program: Donate a brick to memorialize this or any memorable occasion or for any loved one! The cost is $200.00 per brick.
*** Please inquire about the details or visit our website for further information**

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