

# 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 damage/cleaning deposit and snow removal fee (for events 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:**

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### Rental Fees & Schedule

LHC is a nonprofit. All rental fees support the mission & preservation of the property.

☐ Preview \$50 Date: Time:

☐ Rehearsal \$100 Date: Start Time: End Time:

☐ Wedding \$700 Date: Start Time: End Time:

☐ Baptism \$700 Date: Start Time: End Time:

☐ Memorial \$700 Date: Start Time: End Time:

☐ Additional Time \$50/half hour \$\_\_\_\_\_

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

☐ Snow Removal (Nov 15-April 15) - \$250

*Because New England weather can be unpredictable, a snow removal fee will be required for events taking place between November 15-April 15.*

### Refundable Deposit

☐ Damage/Cleaning Deposit Check - \$350

***Damage/Cleaning deposit is not the 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.***

**Total Fees & Deposits: \$\_\_\_\_\_**

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### Payment Information

**Make checks payable to:** Little Harbor Chapel

**Mail checks & Form to:** Little Harbor Chapel

% 124 Pinehurst Rd. Portsmouth, NH 03801

**Submit Form:** [info@LittleHarborChapel.com](mailto:info@LittleHarborChapel.com)

Payer Name:

Event Date:

Payer Address (if different from Client):

Check Amount:

Check #

Check date:

**\*Each credit card transaction will incur an additional 5% service fee. Refundable deposits made with a credit card will be returned by check unless otherwise specified.**

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.*

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**How did you find us?**

### **Names after Marriage**

Bride ☐ Groom ☐ Other ☐

Bride ☐ Groom ☐ Other ☐

Print Full Name:

Print Full Name:

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

**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:**

### **Would You Like To Make A Donation?**

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

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

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### Facilities and Services Provided by Little Harbor Chapel

Little Harbor Chapel, located at 335 Little Harbor Road, Portsmouth NH, will provide the facilities and services described here on the event date(s) noted above. LHC is a nonprofit 501(c)(3) and UN-Denominational Chapel established in 1902. LHC 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 specific 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 preferred date.

♦ **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, their guests or vendors fail to meet or violate 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, their guests and vendors. 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 ½ 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 up to two weeks ahead of the event for an additional \$50 per ½ hour.

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### 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 Damage/Cleaning Deposit. 30 minute delays will result in the cancellation of the event.***

### 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/safety 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 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 & waste must be removed from the property immediately following the event by CLIENT or vendor.
- ♦ **Tossed materials (ie. silk or live flower petals) are not permitted inside or out.**
- ♦ Runners may not be used on the aisle or altar.
- ♦ A Chapel representative will be present for the duration of all events and rentals.

### Music & Bells

- ♦ The LHC has excellent architectural acoustics and does not require a sound system, however you may bring one with prior approval.
- ♦ We welcome you to include a ringing of the historic bell as part of your event.
- ♦ If you would like piano music, our Clavinova piano is available for use by a pianist of your choice or we can refer one to you.

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- ◆ A wireless speaker and phone playlist are a good alternative to live music.

### Parking

- ◆ The LHC parking lot can hold roughly 40 standard passenger cars. All cars must be parked in the Chapel lot. Carpooling is encouraged!
- ◆ Street parking is strictly prohibited. Cars parked on the street is considered a contract violation.
- ◆ 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 an additional 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 help to maintain comfortable temperatures inside. Please keep in mind the historic nature of the building's high ceilings and large uninsulated windows.

### WiFi

- ◆ The LHC does not currently have WiFi however there is excellent cell coverage from all major providers. Music and video streaming have worked without issue.

### 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

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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.