## St. Mary’s Chapel & Events

## 145 East Douglas Street

## Knoxville, Illinois 61448

## [www.StMarysChapelAndEvents.com](http://www.StMarysChapelAndEvents.com)

## Contact Elyse at 309.509.3906

**Rules and Regulations**

# General Information

1. Applicant is responsible for reading all information and for complying with all rules and regulations.
2. The individual signing the Rental Application and Agreement personally guarantees the obligations of the organization or group using St. Mary’s Chapel or grounds.
3. Applications and deposits for St. Mary’s Chapel will only be accepted by Elyse Quarterman, Event Operations Manager, by appointment. This Application does not grant any rights to Applicant or authorize Applicant’s use of the grounds until approved by the Event Operations Manager. St. Mary’s Chapel & Events reserves the right to refuse use of the Chapel or Chapel Grounds to any person or group.
4. St. Mary’s Chapel & Events is not liable for any loss, claim, or damage of any nature whatsoever, including attorney’s fees and costs, relating to or arising from Applicant’s rental or use of St. Mary’s Chapel.
5. Individuals or organizations granted use of St. Mary’s Chapel agree to be responsible for any loss or damage caused by such use and agree to indemnify, defend, protect, and hold St. Mary’s Chapel harmless from any loss, claim, or damage of any nature whatsoever, including attorney’s fees and cost, relating to or arising from their rental or use of St. Mary’s Chapel Grounds.

**DISCLAIMER: The Chapel’s internal contents are historic, priceless as well as irreplaceable. Any cases of damage or theft will be reported, fully investigated and prosecuted.**

1. The Applicant is certifying, on behalf of the organization applying to rent the facility, that the organization does not discriminate on the basis of race, national origin, religion, sex, age, disability, or sexual orientation with respect to attendance at the function.
2. No animals, except service dogs, are allowed in the St. Mary’s Chapel without prior approval from St. Mary’s Chapel & Events. A $100.00 non-refundable fee will be assessed for approved animals.
3. No smoking or open flames are allowed in or around the St. Mary’s Chapel. State Law prohibits smoking within 20 feet of public entrances. No smoking on the Cloister.
4. St. Mary’s Chapel & Events reserves the right to require that security staff be present at any event.
5. Items left on the premises for more than 7 days after an event will be considered abandoned and shall become property of St. Mary’s Chapel & Events, and may be disposed of by St. Mary’s Chapel & Events in its sole and absolute discretion.
6. On the date of the Event, St. Mary’s Chapel will be opened and closed by a representative of St. Mary’s Chapel & Events. Representatives of St’ Mary’s Chapel & Events shall have access to the facility at all times and the applicant, or the applicant’s agents and invitees, shall not exclude representatives for any reason.
7. St. Mary’s Chapel and our Bridal Suite will be locked when not in use to avoid theft.
8. Posters and any publicity or marketing materials must be approved by St. Mary’s Chapel & Events in advance of the event (this excludes wedding invitations or programs) . Failing to obtain approval may be cause for cancellation and the retention of payments pursuant to the Refund Schedule.
9. St. Mary’s Chapel & Events Staff may photograph or videotape all attendees, including minor children, and use such photographs or videotapes to promote St. Mary’s Chapel & Events. All such photos and videotapes will remain the exclusive property of St. Mary’s Chapel & Events.
10. St. Mary’s Chapel & Events shall have the right to list on its website, including Facebook, Twitter, Instagram, or other similar social medial platform, the name, event, city and state of residence (no street address), of you and/or your organization along with a short quote from you.

Facility Information

1. The number of persons in the facility shall not exceed the posted occupancy limits.
2. Occupancy limits are 175 for St. Mary’s Chapel and 250 for outdoor event seating.
3. St Mary’s Chapel & Events is not responsible or liable for power outages, acts of God, environmental hazards, or other reasons of a like nature.
4. The rental includes the facility and available equipment. Some additional equipment or amenities may require a fee.
5. Equipment and fixtures in the St. Mary’s Chapel may not be removed or altered under any circumstance. No structural, electrical, plumbing, permanent, or semi-permanent alterations may be made to the St. Mary’s.
6. Additional equipment or amenities must be purchased In-House. Loss of deposit will ensue if found otherwise.
7. ALL liquor, wine, beer, and other Bar Spirits must be purchased In-House. Loss of deposit will ensue if found otherwise. This includes pre-event activity as well.
8. A facility rental will not be granted (and any rental agreement will be cancelled) under the following conditions:
	* 1. Insufficient notice: when facilities cannot be prepared due to unforeseen problems, or other prerequisites cannot be met in the time between the date of the request and the date of the proposed Event.
		2. Hazardous Activities: When activities of a hazardous nature endanger persons or property.
		3. Prior Circumstances: When Applicant has mistreated the facility or violated facility use policies during a prior event.
		4. Failure to make rental payment within minimum times provided.
9. Noise levels on property must not violate applicable local ordinances.
10. Dance wax, cornstarch, birdseed, confetti, glitter, rice, sand, fog/smoke, and similar materials are not allowed; if used, damage fees will be charged. Please ask about Biodegradable Products.
11. Table decorations and free-standing decorations are allowed.
12. The Chapel’s on-site parking is reserved for clients and guests only. Street parking is available unless otherwise prohibited by local, state, or federal laws and regulations.

Cancellation Policy

1. If the reservation is canceled less than 14 days prior to the event date, the entire rental fee will be forfeited. If no rental fee has been paid, the cancellation fee shall be the amount of the security deposit. Recurring Rentals must provide 7 days’ notice of a cancellation or the rental fee will be forfeited.
2. Cancellation of your reservation by St. Mary’s Chapel & Events will occur if:
	1. The application is found to contain false or misleading information.
	2. The proposed use would be detrimental to the health, safety, general welfare, or efficient operation of the St. Mary’s Chapel & Events, its staff, its facilities, or property.
	3. Should any individual, group, member, or guest willfully, or through gross negligence, mistreat the staff, equipment, or facility, or violate any local, state, or federal law or regulation.
	4. Failure to make rental payment within minimum times provided.
	5. If Applicant defaults on or has not completed all conditions and requirements for use of the facility.
	6. Circumstances arising from natural disasters, power outage, acts of God, riot, war, or other reasons of a like nature.
	7. Failure to obtain required permits.
3. In no event shall St. Mary’s Chapel & Events’ liability for claims, losses, or damages of any nature whatsoever, including attorney’s fees and costs, exceed the rental amount.
4. If the following requirements are not met at least 14 days prior to your event, St. Mary’s Chapel & Events reserves the right to cancel reservations without refund of fees or deposits paid.
	1. Rental fees and security deposits must be paid in full.
	2. All licenses and additional equipment requests must be submitted to St. Mary’s Chapel & Events at least 30 days prior to the event.
	3. Plans for all decorations must be submitted to the St. Mary’s Chapel & Events and approved. Arrangements for additional equipment must be made at least 14 days prior to the rental date. Additional equipment fees must be paid at least 14 days prior to the event date.
5. Changes in reservation times, or equipment needs must be submitted at least 7 days prior to the event date. Upon a request for change to your reservation, you will be provided a quote for any additional fees. Once you accept these additional fees, any subsequent cancellation will be subject to our cancellation policy. The event times indicated on the rental agreement are the arrival and departure time and should include all room setup, caterer setup, decoration, and cleanup time for the event. Applicants are expected to vacate the facility promptly by the time specified on the rental agreement. If Applicant stays longer than the time specified in this rental agreement, Applicant agrees to pay for the extra time at the rate set forth in this rental agreement. All time is rounded up to the nearest full hour. Unexpended time is nonrefundable.
6. A cancelation of any kind must be addressed by email to the Events Operations Manager, Elyse Quarterman at; [elyseqman@stmaryschapelandevents.com] and confirmed by a return email. Please allow a 14 Day turn around for any refund.

REFUND SCHEDULE is as follows:

Cancelation 12+ Months Ahead: 50% of ALL Payments Made will be Refunded

Cancelation 11-6 Months Ahead: 40% of ALL Payments Made will be Refunded

Cancelation 5 Months to 12 Weeks Ahead: 20% of ALL Payments Made will be Refunded

Cancelation 11 - 4 Weeks Ahead: 10% of ALL Payments Made will be Refunded

Cancelation within 3 Weeks of Contracted Date: NO Payments Made will be Refunded

Permits

1. All necessary permits must be obtained at least 30 days prior to the date of the event.
2. When alcoholic beverages are being served, St. Mary’s Chapel & Events reserves the right to require the user to have Security Staff present.
3. Any group charging a fee must obtain a permit or license from the Knoxville City Hall, at least 30 days prior to the activity.

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1. Selling of food items requires a permit.

Cleaning

1. At the discretion of facility’s staff, facility users may be required to secure extra trash dumpsters for larger events with 30 days’ notice.
2. Because people tend to "get out for air" during large gatherings and may leave debris behind, it is suggested that all applicants assign someone to check cleanup outside of the facility. An additional cleaning fee may be charged for outside cleanup. Cigarette buts must be disposed of. If grounds must be combed of them after your event, it will affect your refundable deposit.
3. The Applicant is liable for the replacement or repair of any fixtures, furniture or equipment damaged at the event. The Security Deposit paid by your group is for cleaning, damage, unscheduled time and overtime and is a refundable deposit if all conditions are met. Each group is REQUIRED to do the following:
	1. All tables and chairs used by a group must be left clean. This includes removing all decorations, tape, and table coverings.
	2. All decorations must be removed and properly discarded. The use of thumbtacks, staples, nails, glue, or similar hardware or materials to hang decorations is prohibited.
	3. Rice, glitter, confetti or bird seed cannot be thrown inside the Chapel or outside on the premises.
	4. Recycling bins for aluminum, glass, plastic, and paper are available at St. Mary’s Chapel & Events. We strongly encourage recycling. Please alert the event cleanup crew and/or caterer about our recycling efforts.
4. The Security Deposit is refundable if the facility is left in order and there are no Unscheduled/Overtime charges, as determined by the Facilities Manager. Damages may be assessed after the group has left and the facility is being cleaned. Signing out of the facility does not guarantee a full refund. Any unused Security Deposit shall be refunded within 15 days after the event.

Fire Safety Rules

1. All exit doors shall be unlocked and shall not be obstructed.
2. The number of persons shall not exceed the posted occupancy limits. Listed occupancy limits are: St. Mary’s Chapel – 175 people / Outdoor Events -250 people.
3. No open flame devices, including candles, are to be used in any assembly area (Sterno™ may used for catering). State law prohibits smoking within 20 feet of public entrances – NO SMOKING ON CLOISTER