

St. Mary's Chapel & Events

145 East Douglas Street
Knoxville, Illinois 61448

www.StMarysChapelAndEvents.com

Contact: Lylse Quarterman 309.509.3906 / 309.335.0342

info@stmaryschapelandevents.com | elaqman@gmail.com

Have you rented with us before? _____ Date Submitted: _____

If yes, please indicate date and name of event: _____

If no, how did you hear about us? _____

RENTER IS AN: INDIVIDUAL WEDDING ORGANIZATION CO-HOSTED EVENT

Type: _____

Organization Name: _____

Charter / Chapter / Location: _____

CONTACT PERSON: _____

Address: _____

City / State / Zip Code: _____

Phone (Cell): _____ Email: _____

ADDITIONAL CONTACT PERSON: _____

Address: _____

City / State / Zip Code: _____

Phone (Cell): _____ Email: _____

Event Date(s): _____ Day(s) of the week: _____

Estimated Attendance: _____

***Chapel seating for approx. 150 in addition to standing Wedding Party/Outdoor occupancy for 250**

****Wedding Events Please List Both Marrying Partner Names:** _____

NOTES:

St. Mary's Chapel & Events
RENTAL APPLICATION & AGREEMENT

- In the event of a breach of this Rental Application & Agreement, the defaulting party shall be liable for costs or expenses, including reasonable attorney's fees, incurred by the other party in enforcing this Rental Application & Agreement or in pursuing legal action for the enforcement of the prevailing party's rights.
- This application does not grant any rights to the Applicant or authorize Applicant's use of the Chapel until rental payment is submitted in full and approved.
- The attached Chapel RULES & REGULATIONS are incorporated herein by this reference and made a part of this Rental Application & Agreement.

X _____

- Applicant represents and warrants that all the information provided by the Applicant on this application is true and correct, and has read, understands, and will comply with the Chapel Rules attached to this application.
 - If an organization, I, _____, represent and warrant that I am authorized to make this Application on behalf of, and bind, the organization.

The Individual signing the Rental Application & Agreement personally guarantees the obligations of the organization or group using the Chapel & Grounds

REFUNDS

A cancellation of any kind of the Renter's obligation must be addressed by email to the Events Operations Manager, Elyse Quarterman at; [ELAQMAN@GMAIL.COM], and must be confirmed in a return email.

Please allow a 14 Day turn around for all Refunds.

REFUND SCHEDULE IS AS FOLLOWS:

Cancellation 12+ Months Ahead:	50% of ALL Payments Made will be Refunded
Cancellation 11-6 Months Ahead:	40% of ALL Payments Made will be Refunded
Cancellation 5 Months to 12 Weeks Ahead:	20% of ALL Payments Made will be Refunded
Cancellation 11 -6 Weeks Ahead:	10% of ALL Payments Made will be Refunded
Cancellation within 6 Weeks of Contracted Date:	<u>NO PAYMENTS MADE WILL BE REFUNDED</u>

X _____

NOTES:

St. Mary's Chapel & Events
RENTAL APPLICATION & AGREEMENT

Name: _____

Event Type & Package: _____

I hereby agree to pay the agreed upon sum of \$_____, subject to the terms of this Rental Application & Agreement and RULES & REGULATIONS, for services to be rendered during my Special Event. I understand that any additions, changes, or alterations to my Special Event may increase the total sum due to St. Mary's Chapel & Events.

Name of Applicant (Please Print): _____

Signature: X _____ Date: _____

Name of Applicant (Please Print): _____

Signature: X _____ Date: _____

Organization Name: _____

Title of Signor: _____

Congratulations! Thank You for booking with St. Mary's Chapel & Events!

STAFF USE ONLY

Event Staff: _____

Signature: X _____ Date: _____

NOTES: