		St. Mary's Chapel & RENTAL APPLICATION &		
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	St.	Mary's Chape		
		145 East Dougla: Knoxville, Illinois		
	WW	w.StMarysChapelA		
	Contact: Elys	e Quarterman 309.5	09.3906 / 309.335.03 4	12
	info@stmaryso	chapelandevents.co	m elaqman@gmail.c	com
Have you rented wi	Have you rented with us before? Date Submitted:			
If yes, pleas	se indicate date and na	me of event:		
If no, how o	did you hear about us?			
RENTER IS AN:	INDIVIDUAL	WEDDING	ORGANIZATION	CO-HOSTED EVENT
Туре:				
Organizatio	on Name:			
Charter / Cl	hapter / Location:			
CONTACT PERSON:	·			
Address:				
City / State	/ Zip Code:			
			:	
ADDITIONAL CONT	ACT PERSON:			
Address:				
City / State	/ Zip Code:			
Phone (Cell):	Emai	:	
Event Date(s):		Day(s	of the week:	
	າce:			
			g Wedding Party/Outdoor	occupancy for 250
	· · · · · · · · · · · · · · · · · · ·			
NOTES:				
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St. Mary's Chapel & Events RENTAL APPLICATION & AGREEMENT

Name & Event Date:				
Event Time(s)	Set Up:	Start:	End:	Finish:
Event Day(s)	Day:	Day:	Day:	Day:

INCLUDED SERVICES: Professional Event Consultation, in-house event coordination, site multi-preview, contracted grounds open hours, bar & grounds staff, access to indoor sound, free parking (in designated areas), as well as permission to photograph and record on premises.

Security Deposit (Refundable)		\$ 200	\$	200
Animal Fee (Non-Refundable)		\$ 100	\$	
Misc. Event Type (Non Wedding Events) Rental Rate:				
Minimum of 4 Hours	\$100 Rate x Hours		\$	
Wedding Packages:				
St. Mary's Chapel Only		\$ 1,150	\$	
			\$	
			\$	
Total:			\$	

<u>\$500 EVENT DEPOSIT IS THE MINIMUM DUE AT TIME OF CONTRACT SIGNING</u> (<u>REFUNDABLE PURSUANT TO REFUND SCHEDULE</u>)

YOUR EVENT WILL NOT BE CONFIRMED UNTIL EVENT DEPOSIT IS SUBMITTED.

THE REMAINING BALANCE IS DUE NO LATER THAN 21 DAYS BEFORE CONTRACTED EVENT.

OVERALL EVENT TOTAL:	\$	
AMOUNT DOWN (MIN \$500):	\$	
BALANCE DUE:	\$	
BALANCE DUE DATE:	\$	Due 21 Days Prior to contracted event.
Please Make Checks Payable To: Mailed To:	St. Mary's Chapel & Events Knoxville Mercantile c/o St. Mary's Chapel & Events 320 East Main Street, Knoxville, IL 61448	
Refund Check Payable To:		
Mailing Address:		
	*Plea	ase allow approximately 2 weeks turn around

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.
- 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.

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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:	NO PAYMENTS MADE WILL BE REFUNDED

X _____

NOTES:

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

Name:	
Event Type & Package:	
I hereby agree to pay the agreed upon sum of \$ this Rental Application & Agreement and RULES & REGULA Special Event. I understand that any additions, changes, or the total sum due to St. Mary's Chapel & Events.	TIONS, for services to be rendered during my
Name of Applicant (Please Print):	
Signature: X	Date:
Name of Applicant (Please Print): Signature: X	
Organization Name:	
Title of Signor:	
Congratulations! Thank You for booking with STAFF USE ON	
Event Staff:	
Signature: X	Date:
NOTES:	