

The York Wedding Chapel at The Latta House
Contract Terms & Conditions
Wedding Ceremony and Reception

This Agreement concerns the services provided for a wedding ceremony and/or wedding reception and client's responsibilities pertaining to the use of The Latta House also referred as the Premises. The Latta House is highly prized historical landmark of York County with irreplaceable historic interiors. Consultation between a Chapel representative and the bride and groom should be set up before signing contract to ensure clarity on all issues.

Before signing please be sure to read all of the following:

The undersigned hereby agrees to the following:

RESERVATIONS AND CEREMONY TERMS

- All wedding ceremonies and/or receptions ("Event") shall be arranged through a Chapel representative and are subject to approval at her/his sole discretion.
- Reservations for wedding ceremonies and/or wedding receptions are on a first come first serve basis. Reservations may not be made for more than a year in advance.
- A wedding ceremony may take place inside The York Wedding Chapel at the Latta House ("the Premises" or "The Latta House"), but is limited to the front room and the side room with access to the courtyard. Ceremonies inside the house may not exceed eighty (80) guests. Ceremonies may take place in the garden; however, in the case of inclement weather no more than eighty (80) guests may enter the premise.
- All wedding receptions will be held outside with or without a tent and the first floor of The Latta House.
- If the Client chooses to host a ceremony and/or reception on the lawn, there will be no refunds for inclement weather.
- Ceremonies can take place between the hours of 10 a.m. and 8 p.m.
- Final payment is due 2 weeks prior to the Day of Event.
- **If the ceremony starts late, there will be an additional charge of \$50 for every 15 minutes past the set time for the ceremony to compensate the minister's services.**
 - Initial Acceptance:

DECORATIONS

- Additional decorations are allowed; however, no decorations may be affixed to the walls, moldings, chandeliers, or ceilings. If client is providing own decorations, prior notice must be given so that other decorations may be taken down.

- No one except staff members are permitted beyond first floor and two front rooms on the second floor. The third floor is a private residence including certain rooms on the second floor.
- Objects on display in the House will not be touched or used in any way by persons associated with the Event.

VENDORS

- While caterers will be hired by and paid for directly by the Client, a Chapel representative shall have authority to direct the caterers while they are working on the Premises to ensure the proper care of The Latta House and compliance with this Agreement and government ordinances, including limitations on noise. The Event must conclude by 11:00 p.m. to comply with City noise ordinance policy.
- Vendors such as florists, photographers or musicians will not have access to the Premises before the agreed upon times and must leave the Premises in the same condition in which they were before the Event.
- The Latta House can be helpful in the recommendation of vendors such as florists, DJ's, and caterers. Please request a recommended vendor guide.
- It shall be the responsibility of the undersigned to provide notice to caterers, and all other vendors, of the terms established herein

FACILITY USE

- All deliveries must be made from the parking lot directly to the kitchen area. Vehicles may park close to the kitchen doors for unloading but then must be moved to the parking lot during the event.
- Additional parking areas are as follows: Congress St. in front of building, county courthouse parking lot is available on Saturdays and Sundays and Trinity United Methodist Church unless otherwise full.
- All items associated with the Event must be removed from the Premises by noon of the following day. Items left at the Premises past noon of the day following the event become the property of The Latta House.
- Tents may be set up at a time that is convenient for the tent installation team; however, coordination with a Chapel representative is required before set up takes place.
- Candles are permitted; however, all flames must be enclosed in glass. Use of sterno flames is permitted for chaffing dishes.
- Electricity is available outside and may be used to light a tent or power A/V equipment. The Latta House makes no warranty of any type or kind regarding availability or adequacy of the electrical power supply for the Event.
- No alcoholic beverages may be brought onto or removed from the Premises by guests at any time. Alcoholic beverages shall only be served by catering company or Lessee as part of event. All bar areas will be closed thirty (30) minutes before end of contractual rental period. Chapel Event Coordinator, or assistant, retains the right to close any and all bar and restaurant service of alcohol in her/his sole discretion.

- Client agrees to support and facilitate The Latta House's efforts to remain in compliance with noise control ordinances at all times. If fines or complaints occur, it is the Client's responsibility to make financial restitution.
- Client acknowledges that the Premise is an historical landmark and may be undergoing restoration work on the Event date. The Latta House will make reasonable good-faith efforts to ensure that such work is not scheduled on the event date, but there are no assurances that such work will not be in progress or that construction materials will not be in view of Client and event guests.
- Client agrees to use the Premises in a safe and proper manner, neither causing nor permitting any act on said Premises that may increase the risk of fire or other hazard or damage.
- Throwing rice, birdseed, confetti, or floral bouquets is not permissible inside the Latta House. Dried flowers, flower petals, or birdseed may be thrown outside the house. Throwing rice or any synthetic material is non permissible.
- Smoking is not permitted anywhere inside the premises. Smoking is limited to parking area and back porch.

FEES AND INSURANCE

- Liability and Indemnification: Client assumes all liability for loss at The Latta House including pathways and driveways, including theft, disappearance, damage or injury to goods, wares, merchandise and property of any kind, including without limitation property of Client or The Latta House and property of employees and guests. Client assumes liability for injury and death of any person in any way connected with Client's use of The Latta House from any cause whatsoever. Client agrees to indemnify and hold The Latta House harmless from any and all loss, liability, actions, suits, proceedings or claims, including attorney fees and/or other expenses resulting from or arising out of Client's use of The Latta House including but not limited to any damage to property, injury or death.
- Client waives any right to claim or seek consequential or special damages for any act or omission or breach of this Agreement by The Latta House or its agents, employees, or subcontractors. Client agrees that The Latta House's liability for any proven damages shall be limited to the fees paid under this Agreement.
- A non-refundable deposit of 50% of the Package Price is due when the Client books with The York Wedding Chapel at The Latta House to reserve the Event date and time. After the signing of this agreement, the Deposit will not be refunded in case of cancellation. The deposit is non-refundable regardless of any circumstance, natural disaster, global pandemic, or "God Event." Client must enter a new contract with an additional deposit if Client wishes to use premises for another event time. Client must submit in writing 60 days prior to event a request to cancel event to avoid balance due charges.
- **Note: **DEPOSITS** are **NON-REFUNDABLE**** All Monies Paid are **NON-REFUNDABLE**** **regardless of any circumstance, natural disaster, pandemic or "God Event."**

Contractual Agreement for The York Wedding Chapel at The Latta House, and Grounds

The Client is responsible for payment on the outstanding balance 2 weeks prior to the Event date. A valid credit card number (Visa, MasterCard, Discover) must be provided upon reservation. The Client's credit card information will remain on file until all expenses have been paid. If payment is not made 2 weeks prior to the Event date the Client's credit card will be charged automatically for the balance due.

Client's Name:	
Client's Address:	
Client's Phone #:	
Date of Event:	
Time of Event:	
Deposit Due:	
Credit Card #:	
Expiration Date, Security Code, & Zip Code:	
Name on Credit Card:	
Balance Due & Date:	

Please send or attach a list of vendors with contact information who will be providing services for this event.

I have read and understand the terms and conditions stated in this contract. I agree to be in compliance with the terms and conditions at all times and pay the appropriate fee.

Client Date

Event Coordinator _____ Date _____