



DAHLGREN CHAPEL EVENT RENTAL CONTRACT

Event Date: _____ Time: _____

Lessee: _____ Contact Person: _____

Street Address: _____

City, State, Zip: _____

Email: _____

Phone: (Work) _____ (Home) _____ (Cell) _____

Event Type (please circle one): Wedding Memorial Service Meeting Special Event/Other

Bride: _____ Groom: _____

FEES

RENTAL FEE: \$1,200.00 for a period of 4 hours, two (2) hours prior to event and two (2) hours afterwards. The rental fee is due two (2) weeks before the event. For obtaining marriage licenses, the chapel is located in Frederick County, Maryland.

SECURITY DEPOSIT: \$250.00 in addition to the rental fee as a security deposit. Receipt of this deposit is required in order to reserve your date and time. Deposit is refundable based on the terms and conditions outlined below. Checks can be made out to "Central Maryland Heritage League" and mailed to PO Box 721, Middletown, MD 21769

TERMS, CONDITIONS & POLICIES

RENTAL TIME

The rental time frame is for four (4) hours. Your rental period begins two (2) hours prior to the event time. Additional time may be granted at the discretion of the Lessor if there is not an event scheduled prior to your event. Time for decorating and wedding rehearsals may be scheduled on an individual basis in the chapel at no additional charge provided it does not conflict with a paid rental period. As there is no heat in the chapel, the chapel is not rented out from December through March.

SECURITY DEPOSIT

Cancellations made up to six (6) months prior to your event, the security deposit can be applied to another date, based on availability. Cancellations made up to sixty (60) days prior to the scheduled event are non-refundable. An exception is a COVID-19 stay-at-home order, for which a refund will be given.

CONTACT PERSON

The Lessee must designate a contact person who will be responsible for returning the chapel key within 24 hours of the event.

EVENT INSURANCE

The Lessee must, no later than one (1) week prior to the scheduled event, provide the Lessor with a Certificate of Insurance (a one-day event rider) providing single liability limits of no less than \$500,000 and naming Central Maryland Heritage League, Inc., as an additionally insured. The Lessee will be responsible for any and all physical damage to the premises and the well-being and safety of their guests during the rental time. The address for the chapel is 1514 Dahlgren Road, Middletown, MD 21769; it is located in Frederick County.

INSPECTION

Prior to receiving the key to the chapel, the Lessee or the Contact Person must accompany the Lessor on a pre-event inspection. Following the event, a final inspection of the premises will be completed. If all is found to be in good condition as leased, the security deposit will be refunded promptly.

SETUP

The Lessee is responsible for providing at Lessee's expense all furnishings to be used for the event. This includes all religious accoutrements and decorations.

DECORATIONS

Decorations attached (including but not limited by example nails, tape, pins, etc.) to the walls or furnishings are strictly prohibited. Rice, confetti, and glitter are not permitted for use on the grounds or within the chapel. Birdseed and soap bubbles may be used outdoors only. Candles may only be used if there is no dripping of wax onto the marble altar or the wooden windowsills. Votives or hurricane globes may be used, or candles must have something underneath to catch any wax drips.

PARKING

Parking is permitted only on CMHL lot, which is accessed from Washington Monument Rd. *No vehicles* are allowed on the Appalachian Trail (the land between the parking lot and the Dahlgren Chapel, which is owned by the National Park Service).

BALCONY

Adults only may ascend the bell tower stairs to the balcony. Children under the age of 18 are not permitted on the stair or in the balcony area. The balcony can be used by musicians, photographers, or videographers, but not by guests for seating. If children are allowed on the stairs or in the balcony, the Security Deposit will be forfeited.

BELL

The bell may be rung at the beginning and end of the ceremony no more than five (5) tolls each time.

NO SMOKING

In accordance with the Clean Indoor Air Act of 2007, effective February 1, 2008, no smoking is permitted within the chapel. Smoking is limited to the gravel area of the parking lot.

FOOD AND DRINK

No food or beverages are allowed in the chapel.

CLEANUP

The chapel will be cleaned for you before your event. All items brought in by the Lessee must be removed by the end of the contracted time. The Lessee is responsible for removing all trash within and surrounding the Dahlgren Chapel.

ACCEPTANCE

I have read and accept the terms and specifications as stated above. I further understand that I have three (3) business days to rescind this contract from the date of acceptance. I acknowledge that the Dahlgren Chapel was built as a house of worship and will respect its spiritual character. I have read this instrument in its entirety and agree to the conditions set forth.

LESSEE: _____
SIGNATURE

DATE

PRINT NAME

LESSOR: _____
CENTRAL MARYLAND HERITAGE LEAGUE BOARD MEMBER

DATE

Please let us know how you found out about Dahlgren Chapel:

_____ Frederick News-Post Wedding Planner

_____ Website (Which?) _____

_____ Friend

_____ Event held there

_____ Other (Describe) _____