

# COROLLA CHAPEL EVENT AND WEDDING RESERVATION AGREEMENT

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**Thank you for considering using Corolla Chapel for your special day!**



The purpose of this document is to provide a basis of understanding of the terms, conditions, and limitations for reserving Corolla Chapel's facilities for weddings, vow renewals, or other events. The information below applies to vow renewals unless otherwise stated. For the purpose of this document we may refer to a wedding as an event.

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## **1. Permitted Use:**

Corolla Chapel reserves the right to refuse use of its facilities at their discretion. Corolla Chapel is a solely Christian organization and only Christian weddings are permitted on its premises.

## **2. Contact Information:**

You may contact the chapel by:

- calling 252.453.4224,
- e-mailing [pastor@corollachapel.com](mailto:pastor@corollachapel.com), or
- mailing us at: Corolla Chapel  
P.O. Box 64  
1136 Corolla Village Rd  
Corolla, NC 27927

## **3. Alcohol:**

Absolutely no alcohol is permitted on the premises without prior permission

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## 4. Weddings:

### a. **Sanctuary:**

Weddings scheduled in the sanctuary are scheduled for a maximum of five (5) hours. This includes one (1) hour for the rehearsal (which must be coordinated and scheduled with the chapel in advance) and four (4) hours for the wedding.

The wedding event is typically broken down as follows: Two (2) hours before the wedding for preparation (e.g. florist, musicians, getting dressed, etc.), one (1) hour for the actual wedding event, and one (1) hour afterwards to accommodate pictures, cleaning, and close.

In order to accommodate weddings that precede and follow your wedding the four (4) hour timeframe will be strictly enforced. If you need additional time for your wedding or your rehearsal you must negotiate additional time with Corolla Chapel.

The sanctuary has a Yamaha Baby Grand piano, alter, podium, and sound system. It has 55 pews and seats approximately 250 guests. The Fellowship Hall may be used for a bride and her party to congregate and wait before making her grand entrance through the front foyer. Also, included and available is use of two modestly spacious restrooms located off the north and south side foyers. The south side foyer restroom has a full length mirror and a chest contains a myriad of items that may be needed (e.g. pins, needles, thread, etc.)

### b. **Fire Marshall Rules:**

No more than 250 guests will be allowed into the sanctuary at one time.

### c. **Chapel Reservations:**

Availability of the chapel must be confirmed in advance. The chapel will not be considered reserved until availability is confirmed and the non-refundable deposit (see below) has been received.

### d. **Cost / Fees:**

The cost for using Corolla Chapel's facilities are divided into two parts, a) the initial nonrefundable deposit and b) the "facilities use fee"

#### *i. Deposit:*

An initial nonrefundable \$300 deposit is required. No time scheduled will be considered secured until and unless the chapel's availability is confirmed and the deposit is received. Couples planning to have their event at another location (e.g. the Whalehead Club, the Lighthouse, the beach, etc.) may want to consider reserving the chapel as a "backup" in case of inclement weather. The nonrefundable \$300 deposit is required to reserve the chapel as a "backup" as well.

#### *ii. Facilities Use Fee:*

The remaining fee of \$300 (waived for vow renewals) for use of the chapel is required any time before the commencement of the actual event. We suggest that all payments are made prior to the day of the event.

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### iii. *Facilitator Fee*

If an outside clergy (see clergy requirements below) is scheduled to officiate your wedding an additional \$100 facilitator fee is required to cover opening, cleaning, and closing the chapel for the rehearsal and again for the wedding. Payment is required prior to the day of the event. Failure to provide the fee will result in the cancellation of the event.

### iv. *Payment(s)*:

Payments may be made in cash, check, or cashier's check, payable to the Corolla Chapel.

## 5. **Fellowship Hall:**

The Fellowship Hall consists of approximately 1,000 square feet of meeting space. It has 100 chairs and 10 tables that seat 8 guests each. You may choose to utilize the tables with no more than 68 seated guests, or all 100 chairs. Also included and available is use of the modestly spacious restroom off the foyer adjacent to the Fellowship Hall and use of the kitchen which has a sink, refrigerator, microwave oven, stove, and two ovens

### a. **Fire Marshall Rules:**

No more than 68 guests seated at tables, or 100 seated guests without tables, or 140 standing guests will be allowed into the Fellowship Hall at one time.

### b. **Cost / Fees:**

A nonrefundable deposit of \$300 is required that covers the first hour of use. An additional \$100 required for each additional hour that the Fellowship Hall is to be reserved. Payment is due prior to the day of use. The Fellowship Hall will be reserved for your exclusive use and includes access to the chapel's kitchen. This event precludes rental of the sanctuary so as not to conflict with your function. No time scheduled will be considered secured until and unless the chapel availability is confirmed and the deposit is received.

## 6. **Clergy:**

### a. **Chapel' Clergy:**

#### i. *Chapel Weddings:*

The pastor's gratuity is \$350 for weddings and \$200 for vow renewals. This covers the counseling session, rehearsal, and wedding ceremony. Full payment is due any time before the day of the event.

#### ii. *Off Premises Weddings* (e.g. Beach, etc.):

The pastor's gratuity is \$400 and covers travel, the counseling session, rehearsal, and wedding ceremony. Payment is due any time before the day of the event. An initial nonrefundable \$200 deposit is required to reserve the date on the pastor's schedule. The remaining \$200 is due any time before the day of the event. Consideration should be given to reserving the chapel's facility in case of inclement weather.

#### iii. *Payment(s)* may be cash, check, or cashier's check, payable to the pastor.

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## b. Non chapel clergy:

### i. *Solely Christian:*

Corolla Chapel is a solely Christian organization. Corolla Chapel recognizes ministers from other mainline Christian denominations and **does** permit non chapel clergy to perform weddings on its premises. However, some individuals are credentialed by organizations that we will decline to perform weddings on our premises (e.g. internet sites that credential individuals for the sole purpose of performing weddings and other fringe or non-Christian groups). Those individuals and/or groups will not be permitted to use Corolla Chapel's facilities.

Therefore, you will need to provide the name and contact information of the individual who will be officiating your wedding so that the chapel can confirm that they meet its requirements to officiate on its premises.

## 7. **Potential cancellations:**

We recognize the possibility that circumstances beyond our control could occur such as personal issues, natural, or national disasters, etc. that may require cancellation of a wedding. Corolla Chapel and all guests attempting to secure use of the Corolla Chapel's facilities must acknowledge and accept this potentiality.

Should the cancellation occur due to events affecting the guest securing the chapel's facilities, the guest shall contact Corolla Chapel as soon as possible. Conversely, Corolla Chapel's staff will attempt to contact the appropriate party of the cancellation as soon as possible.

Please be considerate of our community and kindly take down any announcements, posters, balloons, signage that you or your guests put up around the community.
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Parties signing this agreement will be legally and financially responsible for any accidents, injuries, or loss suffered by any and all parties attending the event represented by this agreement. Neither Corolla Chapel nor any of its member, nor affiliates will be held legally, financially, or incidentally responsible for any accidents, injuries, or loss suffered while you or your guests are on the premises.

Please contact us to confirm the availability of your wedding date/time and then print, sign, and send us all pages of this agreement along with the initial down payment to reserve your special date and time.

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*~ Please complete, sign, and return ALL pages of this document ~*

Wedding Event:  OR Backup ONLY:

Requested event date: \_\_\_\_\_

Time: \_\_\_\_\_

Rehearsal date: \_\_\_\_\_

Time: \_\_\_\_\_

<b>Grooms Name:</b> _____	Age: _____	Phone #: _____
<b>Brides Name:</b> _____	Age: _____	Phone #: _____
<b>Primary Contact:</b> _____		
<b>Mailing address:</b> _____		
_____		
<b>City, State, Zip</b> _____		
<b>e-mail address:</b> _____		

<b>Officiate Name:</b> _____	<b>Telephone #:</b> _____
Organization credentialed with (Denomination) _____	
<b>Officiate <u>e-mail</u> address:</b> _____	
<b>Officiate <u>mailing</u> address:</b> _____	
_____	

*Signing below affirms that you understand and agree to abide by the terms and conditions of this agreement*

\_\_\_\_\_  
**PRINT NAME**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**FOR OFFICE USE ONLY:**

<b>Date Agreement &amp; Payment Received:</b> _____
<b>COMMENT/NOTES</b> _____
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