

ASPEN CHAPEL RENTAL AGREEMENT

Agreement made on _____, 20____, by and between Aspen Chapel and _____, referred to as "Client". Client agrees to hire and Aspen Chapel agrees to make available the use of the Aspen Chapel located at 77 Meadowood Dr. Aspen, CO 81611 with the following terms and conditions.

YOUR RENTAL

- Includes a maximum use of the facility as described in the RATES section of this contract. This contract is for up to _____ guests at the rate of _____
- _____ Additional set up and event time is available at an additional charge.
- Includes up to 225 chairs arranged
- Includes the use of Aspen Chapel furnishings (i.e. chairs, wood cross, altar, podium, candelabras)
- _____ An onsite manager fee will be charged during all events. At the discretion of the Aspen Chapel, the onsite manager will be waived during set-up, decorations and clean-up.

MAXIMUM OCCUPANCY

- Maximum Sanctuary Occupancy=300
- Maximum Sanctuary Seated=225
- Maximum Gallery Occupancy=300
- Maximum Garden Occupancy=150

EVENT INFORMATION

DATE OF EVENT	/	EVENT TYPE	/	EVENT START TIME	/	EVENT END	/	RECEPTION (Y/N)
				TIME				

ADDITIONAL SETUP TIME?

ADDITIONAL EVENT TIME?

RESPONSIBLE PARTY NAME(S)

RESPONSIBLE PARTY ADDRESS

TELEPHONE

CELL #

RESPONSIBLE PARTY EMAIL ADDRESS

Client Initials: _____ **Date:** _____

RENTING THE ASPEN CHAPEL

Sanctuary , Gallery or Garden

Up to 10 guests	\$450
<i>4-hour rental, including set-up/decorations, event, and clean-up</i>	
Up to 50 guests	\$750
<i>6-hour rental, including set-up/decorations, event, and clean-up</i>	
Up to 100 guests	\$1,000
<i>8-hour rental, including set-up/decorations, event, and clean-up</i>	
Up to 200 guests	\$1,500
<i>9-hour rental, including set-up/decorations, event, and clean-up</i>	
Up to 300 guests	\$2,000
<i>9-hour rental, including set-up/decorations, event, and clean-up</i>	

Additional Space Usage

_____ Additional Space Usage \$150/hr.

Management Fee

_____ On-site Manager \$75/hr.

Additional Items

_____ Cleaning Fee	\$200
_____ Audio/wireless and hand-held microphones	\$150
_____ Live Broadcast	\$750
_____ Inclement Weather Back -up	\$750

Client Initials: _____ **Date:** _____

DEPOSIT/RENTAL FEES

A signed contract and date-hold deposit of \$250 must be received to reserve your date(s) and time(s). This is nonrefundable unless Aspen Chapel is forced to cancel and the full deposit will be refunded. The Balance of your space rental fee is due thirty (30) days prior to your event.

RENTAL PERIOD & EVENT HOURS

The Aspen Chapel is available for rent for special events. The hire of the premises does not entitle the Client to use or enter the premises at any time other than the specific hours stated in the application, unless prior arrangements have been made with the Aspen Chapel. The Officers of the Chapel reserve the right to enter the premises at all times and put a stop to any entertainment or meeting not properly conducted.

ADDITIONAL TIME FOR SETUP, ROOM DECORATING, VENDORS, ETC.

If the renter or its vendors need additional time for set up, room decorating, etc. the Client may ask for access to the Chapel beyond the contracted hours for an additional charge. Additional setup hours must be contiguous with event hours, i.e. additional set-up or breakdown time is only available for the hours immediately before or after the event and at Aspen Chapel's discretion. You must request this time in writing at least thirty days prior to your event. Additional set-up and breakdown time will be billed at the rate of one hundred and fifty dollars (\$150.00) per hour or a portion thereof.

DÉCOR & USE RESTRICTIONS

Aspen Chapel wants to make your event special and a welcome experience. Therefore, every effort will be made to allow Client to prepare decorations reflecting their creative requirements. We ask that only the staff of Aspen Chapel assist with rearranging or moving any furnishings, including artwork, lighting, and seating. No nails, screws, staples or penetrating items should be used on our walls or wood work. Any tape or gummed backing materials must be properly removed and in case of any wall damage, the card on file will be charged.

The use of raw rice, confetti, glitter, smoke and bubble machines is prohibited. Use of such materials will result in additional charges.

Youth functions (under age 21) are required to have one adult chaperone (over age 21) per 10 minors.

ON-SITE MANAGEMENT FEE

An Aspen Chapel appointed on-site manager is required for all events. The onsite manager is also available to answer questions regarding audio/visual equipment, lighting, and furnishings available for use. The on-site manager is not responsible for setup beyond arranging chairs and moving Aspen Chapel furnishings. A fee of \$75 per hour will be charged to the card on file. At the discretion of the Aspen Chapel, the onsite manager fee will be waived during set-up, decorations and clean-up.

CATERING, CLEANING, TRASH and EQUIPMENT REMOVAL:

Aspen Chapel will be in a clean condition prior to your event. Upon additional planning with Aspen Chapel, you will need to incorporate your set-up time and clean up time into the rental agreement, you are required to return the space to the same clean condition in which it was found. All trash must be collected, properly bagged and removed by the renter or the caterer and the furniture must be rearranged. All rental equipment and or decorations must be removed promptly unless approved otherwise by Aspen Chapel. A cleaning fee of \$200 will be assessed to the credit card on file if the space is not left in the same clean condition in which it was rented

AUDIO/VISUAL

Client is responsible for all damage to Equipment from any cause whatsoever incurred while in possession of Equipment. Users shall not interfere with any electrical or audio installations.

SMOKE FREE FACILITY

Aspen Chapel is a smoke-free facility. There is absolutely no smoking of any kind allowed on premises.

LOST AND FOUND

Aspen Chapel takes no responsibility for personal effects and possession left on premises during or after any event. We do, however, maintain a lost and found and will hold recovered items up to 30 days. Every attempt will be made to return any recovered item to its rightful owner.

LIABILITY

The Aspen Chapel is not responsible for lost or damaged personal property of the renters. Additionally, the Aspen Chapel is not responsible for personal injuries that may occur while on the premises.

INCLEMENT WEATHER BACK-UP

If you are planning an outdoor event away from the Chapel, you may reserve the Chapel as a backup in case of inclement weather. If the Chapel is used as the location for your event, the backup fee will be credited toward the total cost.

Client Initials:_____ **Date:** _____

Please complete and sign this form to authorize Aspen Chapel to make a debit(s) to your credit card listed below.

By signing this form, you give Aspen Chapel permission to debit your account as indicated below. This permission does not provide authorization for any unrelated debits or credits to your account.

PLEASE COMPLETE THE INFORMATION BELOW:

I _____ authorize Aspen Chapel to immediately charge my credit account a date-hold deposit in the amount of \$ _____. Note: date-hold deposits are non-refundable.

This payment is for my event on (date) _____.

Please note that the space rental fees balance will also be charged to this card thirty (30) days prior to your event.

If you would like to use an alternative payment method for the remaining space rental fees and balance please specify exact intent and instructions here.

_____.

Please note that if you choose to use an alternative form of payment, payment timeframe remains the same. If the alternative method of payment has not been received by the due date the original credit card will be charged.

Billing Address: _____ Billing Phone: _____
City, State, Zip: _____ Email: _____

Cardholder Name: _____
Account Number: _____
Expiration Date: _____ (MM/YYYY)
CVV Number: _____ (3-digit number on back of Visa/MasterCard)
Billing Zip Code: _____

I authorize Aspen Chapel to charge the credit card indicated in this authorization form according to the terms outlined above. This payment authorization is for the event described above. I certify that I am an authorized user of the credit card and that I will not dispute the payment with my credit card company; so long as the transaction corresponds to the terms indicated in this form.

Signature: _____ **Date:** _____