

Wedding Reception Rental Agreement

Hilltop House Wedding Reception Cost is \$2,000

Room capacity is 100 people per the Fire Department and Insurance Company.

No exceptions can be made.

Reception Date: _____ Setup Time: _____ End of Reception: _____

 Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell Phone: _____

E-mail: _____

 Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell Phone: _____

E-mail: _____

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Caterer Name: _____

Caterer Phone Number: _____

Deposit Rec'd Date: _____ Amount \$ _____ Method: _____

Balance Rec'd Date: _____ Amount \$ _____ Method: _____

Balance is due 30 days prior to your wedding. Cathedral of the Pines reserves the right to reschedule or cancel ceremonies if balanced is not received 30 days prior to reservation date.

The following is a list of **Rules and Regulations** for receptions/events to be held in the Reception Areas at Cathedral of the Pines. These rules and regulations must be upheld by Renter(s), Event Coordinators and Vendors (as applicable) who are involved in the planning and execution of all receptions/events to be held on Cathedral of the Pines grounds.

RULES AND REGULATIONS

1) VENUE RENTAL FEE(S): (a) The Renter(s) agrees to pay an initial **non-refundable deposit of 50%** of the total of all fees. This payment serves to hold the venue for the specified date of a reception or event and is payable no more than 30 days from the time of contract signature.

(b) The remaining balance and a \$500 security deposit are due 30 days prior to the date of the reception or event. The security deposit will be refunded after inspection of the property following your event.

(c) Payments may be made via cash (hand delivery only), check, or credit card. See page 5 for more payment information.

2) INSURANCE: Vendors must provide a proof of liability insurance to be held on file by the Renter(s) and be presented to the Cathedral of the Pines upon request. The Renter(s) assumes liability for vendors performing services at the Cathedral of the Pines for their reception/event.

Client(s), through Event Planner or Caterer shall maintain Commercial General Liability Insurance including Host Liquor liability, in an amount not less than \$1,000,000 Combined Single Limit for Bodily Injury and Property Damage. Such Insurance shall name the CATHEDRAL OF THE PINES as additional insured, and a certificate of insurance with an endorsement must be provided prior to the reception/event.

Renter(s) not using an Event Planner should contact their homeowner's insurance agency to acquire a certificate of event insurance.

3) DATE CHANGE AND CANCELLATIONS: In the event of a cancellation of a reception or event, all payments made to date towards the 50% deposit are non-refundable. We understand that sometimes it is necessary to change or cancel a reservation and Cathedral of the Pines will allow the Renter(s) to change their reservation to a new date at no additional fee, contingent upon availability. All cancellations or reservation changes must be made in writing.

4) PARKING: All vehicles associated in any way with the reception / event must be parked within the area designated for reception / event parking.

5) SETUP: Tented Reception, Cathedral of the Pines allows Renter(s), Event Coordinators and Vendors access to the reception area to setup for two (2) days prior to scheduled reception/event.

It is recommended that a walkthrough with your Event Coordinator and Vendors (as needed) one month prior to your reservation date. This will provide the opportunity to review and troubleshoot/confirm any special arrangements. ***Please note**, restrooms are located a good distance away from the reception site, it is recommended that you have portable restrooms brought in for your reception. **Hilltop House Reception**, Cathedral of the Pines allows Renter(s), Event Coordinators and Vendors have access to the reception area to setup for one hour prior to scheduled reception/event.

6) DECORATIONS: Decorations may not be hung with tape, wire, nails or screws in the trees or outbuildings or otherwise displayed in any way which will damage the venue. All decorations must be removed without leaving damage within the allotted cleanup timeframe specified in this contract, unless special arrangements have been made between the Renter(s) and Cathedral of the Pines.

Note: The use of birdseed, natural flower petals and blowing bubble is permitted. Rice, confetti, artificial flower petals, balloons, glitter, pyrotechnics, and sparklers are not permitted inside or outside anywhere on the Cathedral of the Pines campus.

No candles are allowed.

7) CHILDREN: All children under the age of 16 MUST always be supervised!

8) MUSIC AND ENDING TIMES: **Tented Reception**, the event and all music must end by 9pm. **Hilltop House Reception**, the event and all music must end by 9:00 p.m.

9) LIQUOR/BEVERAGES/ILLEGAL SUBSTANCES: All liquor must be served by an Insured Licensed Bartender within the reception area only. Alcohol may not be served to minors. Illegal substances are not allowed at any time on the premises. Drunken/violent disturbances are prohibited and subject to immediate removal from the premises and possible termination of event without any refund, including security deposit. No self-service of alcohol.

10) CLEANUP: **Tented Reception:** Renter(s) and Vendors will have the two (2) days following reception for cleanup. Cathedral of the Pines asks that Renter(s) and Vendor(s) make reasonable attempts to clean up any spills, broken glass, and other reception/event related items to "leave no trace." **Hilltop House Reception:** Renter(s) and Vendors will have one (1) hour following reception for cleanup. Cathedral of the Pines asks that Renter(s) and Vendor(s) make reasonable attempts to clean up any spills, broken glass, and other reception/event related items to "leave no trace."

Cathedral of the Pines does not provide trash services, all receptions/events must dispose of trash and waste items off property. If Caterers are used, they will typically coordinate trash and waste removal for Renter(s).

Any further clean-up needed and performed by the Cathedral of the Pines staff or a hired cleaning service will be removed from the required security deposit.

11) SECURITY DEPOSIT: A \$500.00 security deposit will be returned two (2) days after the event as long as there is no damage. If any damages that exceed the amount of the security deposit shall be the responsibility of the person or persons who sign off on this rental agreement contract.

12) Cathedral of the Pines does not provide cleaning services or trash removal.

Payment and Booking:

Cathedral of the Pines accepts checks, money orders, credit cards, debit cards and cash (in person only). Payment by credit and debit cards can be made over the phone. Please call (603) 899-3300. Checks should be payable to: Cathedral of the Pines, 10 Hale Hill Road Rindge, NH 03461.

Reception date and time will not be reserved without a signed copy of this contract. **A 50% (fifty) non-refundable deposit is due no more than thirty days from the date this contract is completed.** Failure to meet this requirement may result in loss of reservation.

We have read and agree to abide by all policies and procedures of the Cathedral of the Pines as noted in this contract.

 _____
Signature

 _____
Print Name

Date

 _____
Signature

 _____
Print Name

Date

Received by Cathedral of the Pines Representative:

Signature

Date