



CIRCA 1852

Event Rental Agreement

This Event Rental Agreement ("Agreement") is made and entered into on _____ (Date) by and between The Historical Chapel of Long Island ("Venue") and _____ ("Client").

1. Client Information

- Name: _____
- Address: _____
- Phone Number: _____
- Email Address: _____

2. Event Details

- Event Type: _____
- Date of Event: _____
- Event Start Time: _____ AM/PM
- Event End Time: _____ AM/PM
- # of Persons Attending Event: _____

3. Payment Terms

- Total Rental Price: \$ _____
- Deposit (50% of Total Price): \$ _____
 - Due upon signing this Agreement to secure the date.
- Remaining Balance: \$ _____
 - Due day of the event.

4. Payment Methods

Payments can be made via Check, Cash, or Credit Card.

For checks, please write out the check to: Woodbury Corner 2

For credit card payments, please complete the following:

Credit Card Authorization (4% credit card service fee will apply, per charge)

- Cardholder Name: _____
- Card Number: _____
- Expiration Date (MM/YY): _____ / _____ CVV: _____
- Billing Address: _____

By signing below, the Client authorizes The Historical Chapel of Long Island to charge the above credit card for the deposit and any remaining balances as specified in this Agreement.

5. Cancellation Policy

- **Cancellation by Client:**
 - *If the Client cancels the event more than 60 days before the event date, the deposit will be refunded minus a \$100 administrative fee.*
 - *If the Client cancels within 7 days of the event date, the deposit is non-refundable.*
- **Cancellation by Venue:**
 - *In the unlikely event that the Venue cancels, all payments, including the deposit, will be fully refunded.*

6. Venue Rules and Regulations

- **Capacity:** The maximum capacity of the Venue is **100** persons.
- **Alcohol Policy:** No alcohol permitted
- **Decorations:** Vendors may come on the day of the event to set up decor. They are responsible for the set up and dismantlement of all decor.
- **Cleanup:** The Client is responsible for ensuring that all personal items and decorations are removed by the end of the rental period. If the chapel is not left clean there will be a \$350 clean up fee.
- **Vendors:** Vendors with any type of installation for the event must submit a COI to WOODBURY CORNER 2 with the vendor's full name and information attached.

7. Indemnification and Liability

The Client agrees to indemnify and hold harmless The Historical Chapel of Long Island, its owners, agents, and employees from any and all claims, damages, or liabilities arising out of or in connection with the event, except those arising from the Venue's gross negligence or willful misconduct.

8. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the State of New York.

9. Signatures

By signing below, the parties agree to the terms and conditions outlined in this Agreement.

Client:

The Historical Chapel of Long Island:

Signature: _____

Authorized Signature: _____

Printed Name: _____

Printed Name: _____

Date: _____

Date: _____

Please return a signed copy of this Agreement along with the deposit to secure your event date.