



Terms of Agreements

The following are the terms on which the Little Chapel in-the-Woods (LCW) operates. Please carefully read each page and add initials to indicate your full understanding and agreement with the terms. By signing this contract, you are obliged to honor the terms. Verbal agreements or changes will not be valid unless presented in written form by the client and confirmed by the LCW coordinator. In the contract agreement, Little Chapel in-the-Woods will be referred to as "LCW". User may be referred to as "Couple" or "Client"

1. Time of Wedding and Rehearsal

The couple has the use of the LCW for the hours agreed to in this contract. Access to the LCW must begin at the time stated in the Event Summary. There are not exceptions to these rules. Couple, guest and vendors must exit the LCW and chapel premises, including the Greenhouse and garden areas by the conclusion of the assigned time period, including removal of all supplies, equipment and personal items. A 1- hour rehearsal is included with all Friday, Saturday, and Sunday wedding ceremonies. Rehearsal must be scheduled by and with the Chapel Coordinator. Wedding and Memorial Services get priority booking times, thus rehearsal times are not confirmed until 4 weeks prior to the requested date. Couple must begin and end the rehearsal within the assigned hour in order to avoid conflicts. No exceptions will be made for tardiness due to traffic, weather or other factors. Any request for additional usage time of the LCW must be submitted in writing at least 30 days prior to event date.

_____ Initial

2. Reservations

Reservations are not complete until Client signs the Agreement, pays all fees in full, and a representative of LCW signs the Agreement. A reservation can only be booked by e-mail or in office with the LCW coordinator. Reservations are not accepted via telephone

3. Rental Fee

Rental is \$_____, with 50% being non-refundable once the deposit has been paid. This includes the chapel spaces, custodial services, sound system (microphones included), piano, organ (**must use approved organist**), and Chapel Building Attendant present during the events. Friday, Saturday and Sunday weddings include a schedule 1-hour rehearsal and a 1-hour photo session prior to the day of the event. The Client must pay in full with a single payment at the time the Clients signs the Agreement. Payments can be made online (payment link provided by LCW coordinator), in cash or check at the Conference Services Office at TWU.

**Please note that a \$30 fee will be charged for all returned checks, including electronic/web checks. TWU processes all eligible returned checks through the Denton County District Attorney's Hot Division. There will be an additional charge assessed by the Denton DA.

4. Cancellations and Re-booking

If the Couple must postpone the wedding, a new reservations and date must be set within 6 months. A \$50 fee will apply on upon setting a new date. No refund will be given for a cancellation or changes that occur fewer

than 90 days from the contracted wedding date under any circumstances. LCW is excused from its obligations under this contract to the extent that its performance is delayed or prevented by any circumstance reasonably beyond its control or by administrative mandated university closure, fire, explosion, war, hostilities, terrorism, revolution, civil commotion, epidemic, accident, severe weather, wind, flood, mechanical breakdown, strikes or other labor trouble, repairs necessaries by damage to facilities, unavailability of materials reasonably necessary for repairs required by any circumstances, or any act of God.

In the event necessary for LCW to cancel this agreement under this section, LCW's only obligation to the Couple is to refund the amount if the Rental fee that the Couple has paid to the LCW prior to date of cancellation.

_____ Initial

5. Refunds

If the Couple cancels the reservation the Client will receive a refund of any additional fees paid if the Couple submits a written cancellation received by the Conference Service office on or before, but no later than, 90 days prior to the wedding date. This cancelation must be emailed to littlechapel@twu.edu & conferenceservices@twu.edu . A verbal cancellation will not be accepted.

_____ Initial

6. Restrictions- General

Couple and all guests will comply with all the laws of the United States laws, the state of Texas laws, Texas Woman's University's Policies, and all the rules and regulations of the LCW.

7. Restrictions – Specific

- a. **Objectionable Persons-** LCW reserves the right through its administrators and/or Texas Woman's University Department of Public Safety to eject any objectionable person or persons from the LCW, the Couple hereby waives any right and all claims for damages against LCW
- b. The portrait sitting at the LCW, greenhouse and garden is to be used prior to day of the event. Portraits sitting are schedule with LCW Coordinator during normal office hours Monday through Friday and are not scheduled on weekends.
- c. **Rehearsals –** A 1-hour rehearsal is included with Friday, Saturday, and Sunday weddings and may be added to weekday ceremonies for an additional fee of \$85. Rehearsal is not confirmed until 2 weeks prior to the ceremony.
- d. **Chapel Capacity –** The chapel maximum capacity of 110. Couple/Client shall not admit more than 110 attendees including wedding party and vendors.
- e. **Care of Premises –**Client shall not injure or mar the Chapel, and shall not cause anything to be done whereby the chapel shall in any manner be injured, or move any objects inside or outside of the Chapel. User and vendors shall not use nails, hooks, tacks, screws, tapes, glues or adhesive material on any part of the Chapel. User and vendors will not make alterations of any kind therein, except that user shall be allowed to decorate the Chapel temporarily in designated areas, as permitted in advance by the Chapel's coordinator. User is responsible for any vendors hired by the Couple and will be under obligation to leave the building in the condition in which it was found. Rice, confetti, animals, candles

(other than LED, or candles provided by LCW), fireworks, food and drink (other than communion articles), etc. are not permitted inside or outside the chapel. No bubbles may be used inside the chapel. Any damages made to the chapel are the responsibility of the couple and will be charged accordingly. An invoice will be provided summarizing the damages.

- f. Tobacco and Alcohol – Tobacco and/or alcohol products in the chapel or on Texas Woman's University premises are not permitted. Exceptions may be made for communion if desired. It is the responsibility of the Couple and the Couple's representatives who are making the wedding ceremony agreements to ensure that all members of the wedding ceremony, all vendors, and/or delivery persons and all guest or visitors who come to the chapel during the ceremony are informed and observe these policies. Anyone found in violation of this policy will be escorted off the premises.

_____ Initial

- 8. Decorations and Florist – All furnishing and fixtures in the chapel are considered permanent and cannot be moved or removed. These include the altar, candelabras, pulpit, preacher stand, piano, organ and pews. The cross may be covered upon request. User may use only those decorations that can be placed and removed fully during the specified rental time. Nothing may be taped or tacked to the chapel pews, walls or other furniture. Decorations are allowed, but only when attached with protective pew clips or tied with ribbons. Additional decorative candles must be LED. No live petals may be placed on the floor of the chapel. Silk petals may be used down the center aisle. No loose feathers or glitter are to be used inside or outside the chapel. No aisle cloths are permitted in the chapel. No glass containers may be placed down the aisle. All personal decorations and properties must be removed from the chapel by the end of the assigned time block.

_____ Initial

9. Lighting/Sound

The LCW Building Attendant is responsible to provide microphones and auxiliary cord during the ceremony. However, if a LCW sound technician is needed to operate in-house sound equipment the Couple must pay a 20/hr. fee for services. Arrangements must be made no later than 30 days prior to the ceremony if sound technician is required.

10. Deliveries

LCW assumes no responsibility for any items delivered to the chapel. There is no secure space that can be made available to User. All deliveries must be made and picked up within the agreed 3-hour time.

11. Waiting Areas

Waiting rooms are provided for both parties and are located in the back of the LCW. An indoor restroom is located in the back right waiting room. There is an extra restroom located on the back exterior of the Chapel, which will only be unlocked during rental time.

12. Parking

Texas Woman's University has parking space available for visitors who bring motor vehicles to the campus. Between 4 p.m. and 9 p.m. and on weekends vehicles may park in any zone except yellow curb and fire lane. Three parking spaces are provided in back of the Chapel for the Wedding Party. The University does not furnish unlimited parking space to accommodate all vehicles. **Lack of parking does not justify violation of any**

parking regulations. Vehicles must be parked between two parallel white lines. Vehicles must be parked in appropriate zones as designated by the parking permit during zone enforcement hours. Visitors to the Texas Woman’s University may obtain a one-day visitor parking permit at the Information Booth or at the DPS office. Multi-day permits must be obtained at the Department of Public Safety (DPS) office. Persons or organizations planning activities Monday –Friday before 4pm which involve campus parking will receive parking decals from DPS. The Little Chapel in-the-Woods, Conference Services and DPS at TWU is not responsible for reserving or blocking spaces for guests attending the Little Chapel in-the-Woods.

Best address for the Little Chapel in-the-Woods parking area is “NB @ Chapel, Denton, TX 76209”.

_____ Initial

13. Lost and Found

The LCW will be inspected following each wedding. In the event that personal items are left behind please contact the LCW Coordinator during regular office hours and leave a message regarding the lost item as well as provide appropriate contact information. LCW is not be responsible for damage to or theft of any lost item left in the chapel, although reasonable efforts will be made to insure that lost items, if found, be stored in a secure location until returned to their rightful owners.

14. LCW is located inside the Texas Woman's University campus. As with any public building, LCW cannot control, influence, lack of parking or predict any events or change that occur in the surrounding area. When possible, LCW will give notice of any events or changes that may be in effect during event times, but ultimately holds no responsibility for occurrence outside of the LCW.

_____ Initial

I have read and understand Operating Policies & Reservation Procedures and the Chapel & Gardens Guidelines & Information, which are incorporated by reference herein, and agree to abide by their provisions. This event is not confirmed until I receive notification from Conference Services.

Printed Name: _____

Signature: _____

Date: _____