

Agreement for Chapel in the Pines and Wedding and Banquet Center
 15165 Quigley Rd. Sycamore, IL 60178

Ruby Package

 <p style="font-size: 2em; font-weight: bold; margin: 0;">CHAPEL in the PINES</p> <p style="font-size: 1.2em; font-weight: bold; margin: 0;">WEDDING & BANQUET CENTER</p>	Event Date: _____ Event Time: _____ Bride's Name: _____ Address: _____ _____ Phone: _____ Email: _____ Groom's Name _____ Address: _____ _____ Phone: _____ Email: _____
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Ruby Wedding Reception Package:

GROUNDS AND GARDENS - Chapel, Gazebo, Personalized Wedding Brick, Bridal Cottage Dressing Room, Venue Coordinators, and Final Cleanup.

RECEPTION – Table & Chair Setup, Table Linens (White or Black), Chair Covers & Sashes, Stage Up-Lighting, Twin Monitors, Media Projector, Fire Pit, Venue Coordinators, In-House Catering and Bar Service, and Final Cleanup.

HOUSE BAR PACKAGE MENU – 2 Entrées, 1 Pasta, & 2 Sides Desserts & Appetizers Separate
 Food and Beverage prices are subject to change due to inflation

ALL TAXES & SERVICE FEES INCLUDED, GRATUITY OPTIONAL – (Bartenders set out a tip jar) 3% Fee for Credit Cards

Off season discount December 1 – April 1

Saturday – First 50 Guests	\$10,500		Approx. Number of Guests:
Friday / Sunday – First 50 Guests	\$8,500		
Off Season Saturday – First 50 Guests	\$8,500		
Off Season Friday / Sunday – First 50 Guests	\$7,500		
Monday – Thursday (non-holiday)	\$5,300		Grounds/Gardens/Hall: 4:00
Add'l Guests Over Age 21 Food/Bar/Venue	\$65		
Add'l Guests Under Age 21 Food/Bev/Venue	\$50		Bar Open Time: 5:45
Bar Premium Upgrade	\$9		Introductions: 6:30
Extra Venue Time 1 Hr. Prorated	\$500		Dinner: 6:45
Aisle Runner (in chapel)	\$40		Bar Closing Time: 10:30
Photo Booth - Props / Album / Attendant(s)	\$850		Music Ending Time: 11:15
Chargers	\$2		Lights Out 12:15
Appetizers & Desserts			
Extra Brick	\$50		
Total	>>>>>		Taxes Included / Gratuity Optional
Deposit	\$ 1,500		
9 months prior to event	\$ 1,500		
6 months prior to event	\$ 1,500		
3 months prior to event	\$ 1,500		
Balance, 10 days prior	>>>>>		

Agreement between Chapel in the Pines Inc. and _____ ("Renter")

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Notes: The Sunday on Memorial and Labor Day weekend is the same price as a Saturday.

If the wedding date is on a holiday, and it is Monday through Thursday, the price is the same as a Sunday.

1. Please be aware that once the contract is signed, and your event date scheduled, all other clients have been refused your specific rentals and services for your event date and time. Renter will rent from Chapel in the Pines Wedding & Banquet Center, Inc, hereafter known as CIPW&BCINC the use of the CIPW&BCINC the chapel, bridal cottage, grounds and banquet hall, on the scheduled date and time agreed upon.

All guests and renters must depart premises and grounds no later than 12:15 a.m., unless prior arrangements are made with Chapel in the Pines staff.

 - a. Deposit. Payment of the deposit in the amount of \$1,500 serves to hold the facility for the event on the specific date and time.
 - b. Installment Payment. Installment payment in the amount of \$1,500 is due nine months prior to the event, six months prior to event, and three months prior to event. If installment payments are not made by the due date, CIPW&BCINC reserves the right to terminate this contract immediately.
 - c. Balance. Balance of agreement is due 10 days before the event. If balance is not paid 10 days prior to the event, CIPW&BCINC reserves the right to terminate this contract immediately.
 - d. Payments/Cancellation. Renter(s) confirm and acknowledge that the deposit and all payments are therefore non-refundable and non-transferable.
2. Rules of Facility Rental: Renter(s) are responsible for ensuring total compliance with all of CIPW&BCINC Rules of Facility Rental, as itemized below and as reasonably supplemented by CIPW&BCINC at any time prior to the Event.
 - a. Capacity. The maximum capacity for the Banquet Hall is 150 persons, in banquet hall seating arrangement.
 - b. Music. Music must cease by 11:15 p.m., unless other prior arrangements are made. Music ends per timeline established by CIPW&BCINC. Renter confirms and acknowledges that any authorized representative of CIPW&BCINC shall have absolute discretion to lower the volume of music, audio speakers, microphones, and/or any other means by which sound is produced during the Event as CIPW&BCINC, in its judgment, may deem necessary to maintain appropriate noise levels.
 - c. Contractors. All contractors/vendors providing services at, in or on CIPW&BCINC premises, must be approved by CIPW&BCINC.
 - d. Alcohol.
 - i. Alcohol may be present during the event only if catered by Pub 64, Sycamore, IL.
 - ii. No alcohol may be brought onto any part of CIPW&BCINC premises (including but not limited to its parking lots, gardens, chapel and/or Gazebo) other than by Pub 64. Any individual found with unauthorized alcohol will be immediately directed to leave.
 - iii. All alcohol consumption shall be restricted to the interior of the CIPW&BCINC facility banquet hall, CIPW&BCINC patio adjacent to the hall, and CIPW&BCINC grounds on a case by case basis. Alcohol is not permitted in the chapel and the bridal cottage. No beverages, including non-alcoholic beverages whatsoever allowed on the dance floor.
 - iv. The serving of Alcohol is prohibited after 10:30 p.m., unless prior arrangements are made. Alcohol is prohibited after 4 hours and 45 minutes from beginning serving time, unless prior arrangements are made.
 - v. Alcohol may be served only to individuals not otherwise prohibited from the consumption of alcohol and of legal drinking age in Illinois and must be able to provide valid identification. The service of shots and drinks with double the alcohol is not permitted.
 - vi. Pub 64 reserves the right to refuse anyone service and to terminate the bar at any time if it is in the best interest of Pub 64 and Chapel in the Pines.
 - vii. Pub 64 includes: full liability insurance to serve alcohol; required city, county and state permits; liquor license; set up and clean-up of bar area; bar staff; supplying of all necessary bar products including: straws, napkins, garnishes, etc.
 - e. Police. If the police are called to CIPW&BCINC premises as the result of any misconduct, noise or other behavior of the Guests, Renter(s), and/or Renter's, contractors or other representatives, the Event will end immediately and the Renter(s), and Renter's guests, contractors or other representatives, shall depart the CIPW&BCINC premises immediately. Renter shall remain responsible for all fees due and owing for the event, irrespective of any early termination occasioned by this paragraph. CIPW&BCINC will not refund any monies paid by renter(s).
 - f. Decorating. Renter(s) agree and confirm that:
 - i. Decorating prior to the Starting Time of the Event requires prior approval by CIPW&BCINC.
 - ii. Do preparation work for decorations when possible prior to arrival, such as cutting flower stems, creating centerpiece arrangements, etc.
 - iii. No decorations, signs, banners, flyers, or other materials may be placed on the walls, light fixtures, or ceilings.
 - iv. No tape, tacks, nails, or other fasteners and/or adhesives may be used on the walls, ceilings, or woodwork of the banquet hall.
 - v. No glitter, confetti, rice, birdseed or other celebratory materials are to be used.
 - vi. Table decorations, balloons, and "free-standing" displays are permitted.
 - vii. Candles are permitted as long as the glass surrounding the candle is above the flame.
 - viii. The scope of decorating, the method, and entry time to the hall for decorating, must be approved by an authorized representative of CIPW&BCINC.
 - g. Removal of Decorations. Renter(s) will remove all decorations by or before the Ending Time of their use of the Facility for the Event. Decorations remaining in the CIPW&BCINC facility past the Ending Time will be removed and discarded by CIPW&BCINC.

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- h. Force Majeure. If CIPW&BCINC is prevented or delayed from performing any of its obligations under this Agreement due to the Force Majeure, CIPW&BCINC is excused from performance of such obligations hereunder within the scope of such prevention or delay. CIPW&BCINC shall take reasonable steps to minimize or eliminate the effect as the result of Force Majeure and shall exercise efforts to resume the performance prevented or delayed due to Force Majeure. Once the event of Force Majeure is eliminated, each party agrees to use its best efforts to resume the performance of its obligations under this Agreement.
 - i. Cleanup. There is no charge for cleanup of the facility if, in the sole opinion of CIPW&BCINC, the property is left in a condition where extraordinary measures are necessary to restore the property to the condition that it was prior to the event. Renter agrees and acknowledges that in the event that CIPW&BCINC reasonably determines that cleanup of the facility will require extraordinary measures as a result of Renter's use of the facility, Renter shall pay additional cleaning fees to CIPW&BCINC, as set forth below. The determination of how best to clean the Facility, as well as the staffing and time required for such cleaning, shall be determined by CIPW&BCINC, in their sole discretion.
 - 1. Renter(s) confirm and agree that if CIPW&BCINC chooses to clean the facility itself, Renter(s) will pay to CIPW&BCINC a cleaning fee in the amount of \$40 per hour, per person. The determination of the number of persons required to clean the facility is subject to the sole discretion of CIPW&BCINC.
 - 2. Renter(s) confirm and agrees that if CIPW&BCINC chooses to hire an outside contractor and/or cleaning service for the cleanup, Renter(s) will reimburse CIPW&BCINC for the cost of such contractor and/or cleaning service within seven (7) days of CIPW&BCINC's presentation to Renter of an invoice for such services.
 - j. Food prep room. Renter(s) agree and confirm that CIPW&BCINC does not have a kitchen, but instead only has a food prep room. Renter shall not permit, directly or indirectly, or perform any cooking in the food prep room.
 - k. Licensed Caterer. Must use our in-house Catering for meals, Catering by Diann, Sycamore, IL. Clients may provide their own appetizers and/or desserts with permission from CIPW&BCINC. CIPW&BCINC includes quality disposable plates, utensils, napkins, and cups.
 - l. Food and Beverage. Prices are subject to change due to inflation.
 - m. Popcorn, Cigars, and S'mores. Popcorn, cigar "bars", and S'mores are not permitted. Sparklers are permitted by permission from CIPW&BCINC.
 - n. Miscellaneous. Bubble machines, chewing gum provided by the couple, real candles, confetti, string, and fog machines are not permitted.
 - o. Smoking. Smoking is not allowed inside any building or structure, nor within 20' of hall entrance doors, on CIPW&BCINC premises.
 - p. Theft. Renter(s) agree that Chapel in the Pines Inc., Donna Petersen, Howard Petersen, and/or Jeffrey Petersen, and any CIPW&BCINC employees or volunteers, are not responsible for any stolen or lost articles of Renter(s), and/or Renter's guests, family, vendors, suppliers, contractors and/or other representatives. Renter(s) shall hold CIPW&BCINC, its directors, officers, shareholders, employees, or volunteers harmless with respect to any claims made against it or them in connection with this provision.
 - q. Promotional Media. Renter(s) agree to let us use media from your event for promotional purposes with the understanding that you will not profit from them in any way.
3. Indemnity: Renter will indemnify and hold harmless CIPW&BCINC, Donna Petersen, Howard Petersen, and/or Jeffrey Petersen, and any CIPW&BCINC employees or volunteers from any and all claims, actions, damages, liabilities, and expenses, including attorney's fees and other professional fees, in connection with the loss of life, personal injury and/or damage to property arising from or out of any occurrence in, upon or within premises. Further, by signing this contract, the renter agrees to indemnify and hold harmless CIPW&BCINC any and all liability resulting from the Renter's use of the Leased Premises, including damage or liability caused by the Renter, their guest, agents and employees. Renter shall pay all costs, expenses and attorney's fees that may be incurred by CIPW&BCINC in enforcing the terms in this agreement.

Renter(s) shall observe and comply with all terms of this Agreement. CIPW&BCINC shall not be responsible to Renter(s) for the nonperformance of any term or provision of this Agreement by any other person. CIPW&BCINC facilities and premises are to be used with great care and respect. By signing this agreement, Renter(s) agree to all of the terms listed above.

This contractual agreement is made on this ____ day of _____, 20____.

I acknowledge that I am signing the agreement freely and voluntarily, and intend by my signature to be bound to all of the terms and conditions contained herein

Signed: _____ Date: _____

Chapel in the Pines Wedding and Banquet Center Staff

Print Name: _____

Signed: _____ Date: _____

Signed: _____ Date: _____

Print Name: _____

Print Name: _____

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