

Tricia Wilson 252-908-0577  
triciasuewilson@gmail.com  
3767 Howard Ave Ext.  
Tarboro, NC 27886  
Physical Location:  
3244 McNair Rd.  
Corner of McNair Rd and Howard Ave.



## Wedding and Personal Event Application:

*\*Download a copy, complete form, and email to st.annes.oakgrove@gmail.com.*

1. Renter: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Contact Phone #'s: \_\_\_\_\_

Email: \_\_\_\_\_ Other: \_\_\_\_\_

Purpose of Event or Rental: \_\_\_\_\_

Date of event: \_\_\_\_\_ Time of Event: \_\_\_\_\_

### 2. Property areas to be used:

**Chapel: Yes/No** Includes parking in field behind Chapel, 20x40 Tent, Fire Pit, Labyrinth and area around Chapel. Maximum Seated occupancy is 80 people. 40 chairs, 8- 6' tables included

**Lawn: Yes/No** For Large Tents and people only. Includes Electrical Hook up. Maximum Guests 200. Includes parking in the field. No vehicles of any kind allowed on Lawn! Minimum 3 day rental required if party tents are used.

### 3. Rent and Fees for Rental use options:

A. Half Day - 6 hour max. \$500.00 \$ \_\_\_\_\_

B. Daily Use (24 hour period) \$850 x \_\_\_\_\_ Days = \$ \_\_\_\_\_

C. Friday and Saturday with no tent \$1,600.00 \$ \_\_\_\_\_

D. Weekend with rented Tent \$2,000 Friday, Saturday & Sunday \$ \_\_\_\_\_

Additional fees: \$75.00 for use of the front of the House for max. of 4 hours +\$ \_\_\_\_\_

Additional fees: \$120.00 Per Day/Overnight rental of Cottage +\$ \_\_\_\_\_

Additional fees: \$500.00 For events of more than 150 People +\$ \_\_\_\_\_

**Total Rental amount** \$ \_\_\_\_\_

**Total due for 50% deposit:** \$ \_\_\_\_\_

**Balance prior to Rental date:** \$ \_\_\_\_\_

**Cleanup and Damage Deposit for Chapel use is an additional \$500.00 due 2 weeks prior to event.**

Refundable if cleanup is complete by the end of the rental period.

Grounds must be left as clean as they are found, and all trash is hauled away by renter. Renters are responsible for costs to repair or correct any damage to Chapel or Property during the rental period by their guests or those supplying goods or services for the event. \_\_\_\_\_ Initials.

\*Other accommodations are available for camping, "Glamping" and AirB&B. We can work with you for those sites as needed.

# Saint Anne's Chapel Rental Agreement

## 4. Rules for Structure and Grounds :

Please initial each item

- \_\_\_1. Property must be well maintained and no alterations are permitted without written permission from owners.
- \_\_\_2. **Everything brought on to the property must be removed by renter as part of clean up during the rental time. This includes all waste. If waste must be removed by Chapel staff, \$100 deduction form Damage deposit per load.**
- \_\_\_3. Property must only be used for stated purpose of event or rental.
- \_\_\_4. No assigning or subletting of property is allowed.
- \_\_\_5. Any changes to this agreement must be approved by the owner before taking effect.
- \_\_\_6. General maintenance and upkeep of the structures and grounds are the responsibility of the owner, unless the required repairs are the direct result of negligence of the Renter.
- \_\_\_7. Admittance to the property will be during the prescribed time stated in this agreement. Early admittance or extended usage of property for any reason will result in extra charges at the discretion of the owners. Visits for planning purposes are allowed.
- \_\_\_8. Smoking permitted only in designated area around Fire Pit.
- \_\_\_9. No open flames or candles without written approval of owners
- \_\_\_10. Any advertising or signage must be approved by Owners prior to usage.
- \_\_\_11. No nails, screws, hooks, or adhesive attachment of anything to the walls or landscape of the property will be allowed without prior written approval of the owners
- \_\_\_12. No food or drinks are allowed on the premises without prior written approval of the owners. Caterers must be approved by owners. Any Alcohol served must be approved by owners with a stated plan for it's control. Saint Anne's Chapel nor its owners will be responsible for incidents that arrive due to Alcohol consumption.
- \_\_\_13. The owners are not responsible for any valuable items left on the premises by the renter.
- \_\_\_14. No vendors or sale of items for profit are allowed without prior written approval of the owners.
- \_\_\_15. The throwing of rice or other synthetic materials, fireworks or sparklers are not permitted.
- \_\_\_16. **Deposits for rental are non-refundable.**
- \_\_\_17. No vehicles of any kind are allowed on Lawn area without permission of the owners. This includes caterers and rental company deliveries park in Parking area below the Driveway. Deduction from Damage deposit of \$50 per occurrence.
- \_\_\_18. An event plan must be submitted to owners and approved 1 month prior to the event. Failure to comply with any of these rules will jeopardize the amount of the damage and clean up deposit that is returned. Renter is liable for any damages beyond the amount of the clean up and damage deposit.
- \_\_\_19. Event must be operated in compliance with all local Laws and current regulations for Covid-19 guidelines.

## 5. Authorization

Saint Anne's Chapel: \_\_\_\_\_ Date \_\_\_\_\_

Renter: or Representative: \_\_\_\_\_ Date \_\_\_\_\_

Total amount of rental agreement: \$ \_\_\_\_\_

Amount paid at signing: \$ \_\_\_\_\_ \*Due 1 Week Prior to Rental: \$ \_\_\_\_\_

\*Includes separate payment for Damage and Cleanup deposit: \$500.00. Payments can be made to our PayPal account using "st.annes.oakgrove@gmail.com"

Physical address for Saint Anne's Chapel entrance is 3244 McNair Rd, Tarboro, NC. 27886

