

Chapel of the Cross
Policies and Procedures for Rental of the Parish Facilities for Private Events
November 2014

The Chapel of the Cross offers event and meeting space for rental in its parish house for member parties and receptions, benevolent or civic nonprofit groups, University faculty and staff groups, and for-profit organizations. As a general rule, wedding receptions must be linked with a wedding taking place at the Chapel of the Cross. For information on wedding ceremonies at the Chapel of the Cross, please refer to our website at thechapelofthecross.org. Community groups who regularly use our facilities for non-catered events should use the community groups building use form and policies found on our website.

Private Event Facility Use Policies

- Prospective users should contact the church office to see if the date and time they desire is available. Church ministries and programs take priority. It may take several days to determine if your date is available.
- Once the date is cleared, users should set up an appointment with the building use coordinator to schedule an appointment to walk through and review contract and house rules. The coordinator is not an event planner; she can suggest vendors to use.
- All events must use a caterer from our preferred caterer list. Caterers on the list will have the proper liability insurance and alcohol licenses. Caterers will be responsible for clean-up and return or pick-up of any rental items.
- Beer and wine is permitted; no hard liquor is allowed. Only bartenders provided by caterers are permitted to serve alcoholic beverages. You must use a caterer or bartender with a liquor license. Renters are responsible for monitoring the alcohol consumption and behavior of their guests.
- Renters may want to engage an off duty policeman to be on the premises; this is required if alcohol is being served. Contact Phil Smith (919-968-2864) at the Town of Chapel Hill and he will provide a uniformed officer. The fee is \$30 per hour at a three-hour minimum. At least 48 hours' notice is required.
- Wedding ceremonies and associated costs are completely separate from the reception and associated costs. Brides may not take flowers from the altar to use at the reception. Brides will hire their own florist for the reception or otherwise arrange for flowers and containers.
- The fee does not include linens, flatware, china, decorative silver, serving ware, or glassware. It does include tables and chairs, if the renter chooses to use them. **Renters must provide a floor plan and diagram one week in advance.**
- All bottles, cans, trash, and garbage must be disposed of properly.
- Smoking is not allowed inside the building or within 100 feet of the buildings. No smoking is allowed on the terrace, porches, or in the memorial gardens.
- Users may not attach anything to the walls or woodwork.
- Open flames are prohibited. LED candles are permitted. Chapel of the Cross can provide LED votive candles and votive holders.
- No confetti, no rice, no birdseed, no sparklers, and no fireworks are permitted.
- For a large reception, we assume that florists and decorators will want to get in the great hall at the beginning of the day. Caterers and musicians can have access two hours ahead of time; all events must be over and guests departed by 11 pm. Caterers must be out by midnight. Rental equipment can be left in the little house or otherwise secured for pickup on Sunday or Monday.

Initial here to indicate you have read and agree to the items on this page_____

- DJ and bands are allowed and should bring in all equipment, including speakers. DJs and bands may not use COTC's internal AV system.
- Some parking may be available in the COTC lot (for wedding parties, event speakers, caterers, musicians) but guests should plan on using the Morehead parking lot or other public parking. We do not have room for large party buses or band buses. Renters may hire an off-duty policeman if they desire.

Fees will be determined at the time of booking. COTC reserves the right to negotiate with interested renters in the case of unusual or special events.

Fees include the use of COTC tables and chairs, sexton fee, meeting with coordinator, and set-up of COTC furniture. For members, use of the AV system for speeches and slide shows is included. For non-members, there will be an AV fee of \$35 per hour. All users of the AV system must be trained or have a trained user present to operate the equipment. Users may also bring in equipment, in consultation with the building use coordinator. As a reminder, bands and DJs may not use the AV system in any way.

Great Hall reception rental includes great hall, kitchen, terrace, parlor, bathrooms, and coat room. Great hall accommodates 250 for seated dinner; 350 standing.

- Member fees: \$1000 for parties up to 150; \$1500 for parties of 150-200; \$2000 for parties of 200 or more.
- Non-member fees: \$1500 for parties up to 100; \$2000 for parties of 150-200; \$2500 for parties of 250 or more.
- One half of Great Hall rental fee is due three months prior to event, with remainder due two weeks prior.

For non-reception events—lectures, panel discussions, yoga workshops, etc. COTC reserves the right to set a rental fee.

Meeting room rental with catered breakfast, lunch, reception and or dinner: \$250 and up, depending on event. (\$50 deposit due at time of booking; remainder of fee due two weeks prior to event)

Meeting room rental with coffee service only: \$100. (\$25 deposit due at time of booking; remainder of fee due two weeks prior to event.)

Meeting rooms include (capacities listed are at tables. Some rooms could have theater style seating for a greater capacity):

- Cloister conference room (capacity 15)
- Yates conference room (capacity 20)
- Overlook classroom (capacity 40)
- Activity room (capacity 60)

I have read the Building Use Policies and Procedures of the Chapel of the Cross. I understand those policies, and agree to the conditions set forth.

**Return a copy of this agreement and your check, payable to the Chapel of the Cross
304 E. Franklin Street
Chapel Hill, NC 27514**

Initial here to indicate you have read and agree to the items on this page_____

Attn: Ann Terhune

THIS AGREEMENT SERVES AS YOUR INVOICE. UNLESS OTHER CHARGES ARE INCURRED, NO FURTHER INVOICE SHALL BE SENT.

TOTAL RENTAL RATE:

Space Reserved:

Date and Time:

Event Name:

Sponsoring Organization:

Representative or Responsible Party:

Signature: _____ Date: _____

Signature of COTC Representative: _____ Date: _____

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