

Madison Hill Chapel

Rental Hall Agreement

Madison Hill Chapel
 307 North Madison Street
 Monroe, WA 98272
 425.440.9068
info@madisonhillchapel.com

Thank you for considering Madison Hill Chapel for your wedding or private event. Below, is a list of rental rates and packages for your consideration.

RENTAL RATES

Peak Season Rates (May 1 through September 30) – Includes Chapel & Reception

Friday	Saturday	Sunday
9am-11pm \$2000	9am-11pm \$2500	12:30-10:00pm \$2000

Off-Season Rates (October 1 through April 30) – Includes Chapel & Reception

Friday	Saturday	Sunday
9am-11pm \$1500	9am-11pm \$2000	12:30-10:00pm \$1500

Weekday Rentals (Monday through Thursday)

Chapel Rental	Chapel & Reception Rental
Must be rented for minimum of three hours \$600	Must be rented for minimum of four hours \$800

Hours can be added at a rate of \$150 per hour.

Reception is considered any event serving cake, food or beverages.

Holiday Weddings

Weekday or Weekend

10am-11pm

\$2500

Wedding Rehearsals:

A complimentary one-hour wedding rehearsal can be scheduled the Thursday prior to your event:
6-7pm, 7-8pm, 8-9pm

Items Included in Wedding and Event Rates:

Table and chairs:

- 150 black folding chairs
- Fifteen (15) 5' round tables (seat 8 to 10 people each)
- Four (4) 6' rectangular tables

SECURE YOUR DATE

A \$500 (refundable) damage deposit and 50 percent of the rental fee along with a signed copy of this rental agreement is required to secure your date. Please write a check or have a cashier's check made out to Madison Hill Chapel, sign page five and mail to:

Madison Hill Chapel
307 North Madison Street
Monroe, WA 98272

Payment Due:

The remaining portion of your rental fee is due 30 days prior to your event.

RULES & RESPONSIBILITIES

- **Insurance Policy:** Renters are required to secure their own event insurance and provide Madison Hill Chapel, LLC with a certificate of Insurance that provides a limit of liability of at least \$1,000,000.
- Renter is solely responsible and agrees to hold harmless Madison Hill Chapel, LLC for any loss or damage to any personal property of renter, guests, invitees, or suppliers of the renter. Please lock the doors as you come and go during setup.
- Music must be turned down by 10pm (**per City of Monroe ordinance**). All guests must depart, and cleanup completed by 12am (midnight) Monday through Saturday, and by 10pm on Sundays.
- **Alcohol Policy:** You are welcome to have alcohol at your event. However, you must purchase a permit, and have it posted during your entire event. Buy online at <https://lcb.wa.gov/licensing/online-banquet-permit>. Additionally, you are required to hire a licensed bartender. There are no exceptions to above policies and non-compliance will result in forfeiture of your deposit.

All local, state and federal laws concerning alcohol use (including age limits and ID requirements) must be observed.

- Per **RCW 70.160.075** there is no smoking allowed within 25 feet of the building. **YOUR DEPOSIT WILL BE FORFEITED IF THERE IS ANY EVIDENCE OF SMOKING OR CIGARETTE BUTTS ON PREMISES INSIDE OR OUT.**
- Renter is responsible for any charges incurred from triggering a false alarm by accidentally or maliciously activating any of the pull stations which dispatches security & the fire department.
- No staples, tape or tacks may be used. There are existing hooks around the chapel and reception hall that you are welcome to use. **ANY DAMAGE TO WALLS, WINDOWS OR WOOD FLOORS WILL RESULT IN LOSS OF DEPOSIT.**
- All candles must be enclosed or have a tray underneath them. **YOUR DEPOSIT WILL BE FORFEITED IF WAX IS SPILLED ON ANY SURFACE.**
- No rice, confetti, birdseed or glitter of any kind is permitted inside. Sparklers are permitted outside.
- Barbecues of any kind are not permitted. There are no exceptions to this policy and non-compliance will result in forfeiture of your deposit.
- Cooking food in the kitchen is prohibited. You may prepare food off-site and bring it into the reception hall to warm and serve.
- The users and guests of Madison Hill Chapel are reminded of the Chapels' policy that all persons are welcome without regard to age, race, gender, sexual orientation, disability, nationality, religion or creed.

CLEANING POLICIES

- Cleanup must be completed immediately following your event, not the next day. The return of your deposit will be determined based on compliance with the following guidelines:
- Bag **ALL** garbage (including kitchen and bathroom) and place in appropriate bins located outside the reception hall. Glass bottles and cans go in blue recycling bin. If you do not put trash in appropriate bins, your deposit will be forfeited.
- No garbage or personal effects are to be left inside the hall. Any spills on the floor, liquid or solid must be wiped up immediately. You will be charged \$100 from your deposit for every spill left.

- Wipe down any dirty chairs & stack all chairs neatly in appropriate reception hall storage room. Put all tables back in appropriate reception hall storage room.
- Remove **ALL** decorations and belongings, including leftover food.
- Anything rented from vendors must be returned/picked-up on the same day. Nothing may be left overnight.
- Caterer or cleaning crew must clean kitchen. Wipe all counters, wipe down oven tops, wipe microwave inside and out, clean refrigerator inside and out (using provided cleaning supplies found in storage closet), sweep kitchen floor.
- Turn off all interior lights (exterior lights will always stay on).
- **Leave keys on kitchen counter in the reception hall.** Make sure double doors in the reception hall are locked. The single door will automatically lock behind you.
- **YOUR DEPOSIT WILL NOT BE RETURNED UNLESS THE KEYS ARE RETURNED**

Please sign and return all five pages of this rental agreement along with a check of \$500 (refundable damage deposit) and 50 percent of the venue rental to:

Madison Hill Chapel
507 North Madison Street
Monroe, WA 98272

PLEASE WRITE YOUR RESERVATION DATE ON THE CHECK MEMO LINE

Name(s): _____

Reservation Date: _____

Address: _____

Phone Number(s): _____

Email(s): _____

If you cancel your reservation within five days of booking, your deposit and down payment will be refunded. If you cancel after the five-day grace period, your deposit will be forfeited.

Signed:

Date:

We will contact you once payment and signed rental agreement is received. You will receive your deposit back two weeks after your event, if rental agreement is followed.

Office Use Only

Deposit + 50% of Rental (due upon booking):

Date Received:

Final 50% of Rental (due 30 days prior):

Date Received:
