

## RESERVATION REQUEST FORM FOR CHAPEL IN THE PINES

220 Samoset Road, Eastham MA

(revised 1/25/2020)

Please complete this form and mail to: Nauset Fellowship, Box 831 Eastham, MA, 02642-0831 or email to techsupport@nfuu.org. If you have questions, please call Bob Seay at 508-451-5204 or Laura Roskos at 617-888-3286. No rental arrangements can be confirmed prior to receipt of a signed request form.

Checks should be made out to THE NAUSET FELLOWSHIP, not Chapel in the Pines. Payment can also be made by credit card or Paypal through our website at www.nfuu.org. Your reservation is not final until you receive an email confirmation from Bob or Laura.

NAME OF INDIVIDUAL or GROUP

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NAME, ADDRESS, E-MAIL and PHONE NUMBER OF RESPONSIBLE PERSON:

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DATE OF REQUESTED USE \_\_\_\_\_ TIME: from \_\_\_\_\_ to \_\_\_\_\_

IS THIS A RECURRING EVENT? \_\_\_\_\_

IS THIS EVENT PUBLIC OR PRIVATE (I.E., BY INVITATION)? \_\_\_\_\_

ARE YOU CHARGING AN ADMISSION OR PARTICIPATION FEE? \_\_\_\_\_

EXPECTED NUMBER OF PARTICIPANTS? \_\_\_\_\_

WILL YOU BE SERVING FOOD? \_\_\_\_\_

IF YES, HOW WILL THE FOOD BE PREPARED (I.E., MADE ON SITE, BROUGHT IN, CATERED, ETC.)

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WILL YOU BE SERVING ALCOHOL? \_\_\_\_\_

**DESCRIPTION OF EVENT:**

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**FIRE REGULATIONS LIMIT NUMBER OF SEATED PERSONS: SANCTUARY 78; PARLOR 30; TOTAL 108**

**FEES FOR BUILDING USE**

**Memorial Service: Free for fellowship members and their families. \$150 for all others. Payment should accompany this form.**

**Wedding: \$500 base rate. This rate includes day/evening of event plus three hour rehearsal time on an agreed upon date/time prior to the ceremony. A \$150 dollar deposit must be submitted with this form with the balance due 30 days prior to the event.**

**All other events charged on a case by case basis. The fee for your event will be based on how you will be using the facility. Base rates: \$25 for 1<sup>st</sup> hour, \$15 for subsequent hours; \$25 surcharge for use of kitchen; additional fees may be charged based on risks associated with proposed use of venue.**

**The Chapel in the Pines is a non-profit community enterprise. The renovation and updating of our facility was paid for through the generosity of our friends and neighbors with the intention of preserving a historic treasure as a shared resource. Building use fees are set to cover the costs of maintaining the facility and covering overhead such as utilities. Proper use of the facility will enable us to keep rental fees low and accessible to all. Please read the terms of use below before signing the reservation request form.**

**WE UNDERSTAND AND AGREE TO ABIDE BY THE TERMS OF USE INCLUDED BELOW.**

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**Signature of responsible party**

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**Date of signing**

**TERMS of USE**

1. Nauset Fellowship is committed to environmental sustainability. We purchase paper products that are made from 100% recycled material and that are recyclable or compostable. Please use our recycling bins for items such as plastic cups you bring in and please remove all un-used products you bring in.

2. Absolutely no tobacco is allowed in the building or on the grounds.
3. Fire regulations prohibit use of lighted candles or any other open flame.
4. Fire regulations require leaving an aisle in the center and an open aisle to all exits. Please be careful not to put chairs in the way of the door to the ramp. That area must remain as an aisle.
5. Never turn off or disable the stove venting hood; it is an important part of the Chapel's fire suppression system.
6. The counter and appliances should only be cleaned with a soft cloth or sponge. No abrasives of any kind may be used, most especially on the glass top of the stove. Warm water with or without a mild soap should do the trick. On stainless surfaces always wipe with the grain to avoid cross-grain scratching.
7. Leave the Chapel as you found it, chairs in order and broom clean. Do not stack the green ones.
8. Remove any trash you generate.
9. If you use the coffee pots, leave them off, clean and unplugged.
10. Be sure the stove and both faucet knobs on triple sink are turned off.
11. Leave windows and doors closed and locked.
12. If heating is needed, return the thermostat to 55 degrees.
13. Nauset Fellowship is not responsible for items left in the Chapel.
14. If you plan to serve alcohol at your event, you must inform us at the time of reservation (for insurance purposes). You must comply with any relevant town regulations regarding licensing and qualified servers.
15. If you will be using the kitchen, someone from your group must meet with us before the event to review logistics and equipment use. If you are using a caterer, the caterer must meet with us before the event to review logistics and equipment use.
16. Rental does not include use of sound equipment belonging to either the Fellowship or the First Encounter Coffee House.
17. Please advertise your event as being held at "The Chapel in the Pines," not the First Encounter Coffee House, which is a separate organization.

