

**RESERVATION REQUEST FORM FOR CHAPEL IN THE  
PINES 220 Samoset Road, Eastham MA  
(revised 12/03/2023)**

Please complete this form and mail to: Nauset Fellowship, Box 831 Eastham, MA, 02642-0831 or email to [info@nfuu.org](mailto:info@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 NAUSET FELLOWSHIP, not Chapel in the Pines. Payment can also be made by credit card or Paypal through our website at [www.nfuu.org](http://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 \_\_\_\_\_

(please allow time for set up and clean up)

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 ADULT PARTICIPANTS? \_\_\_\_\_

EXPECTED NUMBER OF CHILD PARTICIPANTS? \_\_\_\_\_ AGE RANGE? \_\_\_\_\_

WILL THIS EVENT BE ATTENDED BY ANY LIVE ANIMALS? \_\_\_\_\_

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? \_\_\_\_\_

WILL YOU BE CHARGING FOR FOOD OR ALCOHOL? \_\_\_\_\_

DESCRIPTION OF EVENT:

\_\_\_\_\_

\_\_\_\_\_

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:** \$350 base rate. This rate includes day and evening of event plus three hour rehearsal time on an agreed upon date/time prior to the ceremony.

**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. In some instances, you may be required to present a certificate of liability insurance coverage.

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 liability policy and terms of use below before signing the reservation request form; your signature on this form indicates your acceptance of both.**

**LIABILITY POLICY**

Nauset Fellowship, Inc., assumes no liability either for injuries to persons who are on Chapel in the Pines premises or damage to any equipment. As a renter of the Chapel in the Pines, you agree to accept all equipment and property as is and waive any and all claims against Nauset Fellowship, Inc., its members and agents for any injury, accident, illness, expense of claim of any kind whether to persons or to property which may occur as a result of your use of the Chapel in the Pines or its use by others on your express, implied or apparent authority. You further agree to assume all liability and to indemnify and hold harmless Nauset Fellowship, Inc., its members or agents for any and all damage to the buildings equipment of other property arising out of the use of Chapel in the Pines by yourself or by others under your express, implied or apparent authority. The above waiver, assumption of liability and indemnification shall be effective and binding, notwithstanding that the condition of the facilities may have caused or contributed to the injury, damage, expense, or claim.

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

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**Signature of responsible party**

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**Printed name 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 and provide a copy of their certificate of liability insurance.
16. Rental does not include use of any audio/visual equipment belonging to either the Fellowship or the First Encounter Coffee House, unless included in initial request.