



FACILITY RENTAL APPLICATION

Deposit of \$250.00 is due with application to secure wedding date on the Chapel Calendar. All other fees are due by seven (7) days prior to the wedding.

Event type _____ Date and time _____

Give a brief description of the activities during this event _____

Set-up date and time (if required at a separate time) _____

Areas Requested: _____ Worship Hall _____ West Hall _____ Both Halls _____ Kitchen
_____ Other (please specify) _____

Would you require the piano be moved from the stage? _____ (Moving/Tuning fees required)

Expected duration of event (Additional fees may be applied if over 5 hours) _____

New Heights Chapel Family? _____ Affiliate of whom, if applicable _____

Contact Information Name _____

Address _____ City _____

State _____ Zip _____ Cell Phone _____

e-mail _____ Home Phone _____

If applicable, Additional Contact Name _____

Address _____ City/State/Zip _____

AGREEMENT: We have read this document in full, including Expectations and Fees, and understand completely what is contained herein. By our signatures below, we indicate that we agree to comply with these requirements and respect the New Heights Chapel facility and grounds as specified in this agreement.

Signature _____ Date _____

Signature _____ Date _____

OFFICE USE ONLY

	Deposit	Worship Hall	West Hall	Both Halls	Add'l Fees	Total
Group 1	\$250.00					
Group 2	\$250.00					
Group 3	\$250.00					

Event on Calendar Date: _____ Certificate of Insurance? _____ Rec'd. by _____

Deposit paid _____ Check # _____ Fees Paid _____ Check # _____