

## FACILITY USAGE AGREEMENT FOR WILLOW CREEK GLASS CHAPEL

THIS AGREEMENT, made this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_, by, and between Willow Creek Glass Chapel and \_\_\_\_\_ hereinafter designated "renter".

In consideration of the covenants and conditions, hereinafter contained:  
IS HEREBY AGREED by and between the parties, hereto as follows:

1. Willow Creek Glass Chapel hereby grants to the renter, the use of the following described premises, owned by Willow Creek Glass Chapel, for the following period or periods:
  - a. Building(s) or premises name(s): Willow Creek Glass Chapel.
  - b. Time (circle one) 12PM to 4PM / 5PM to 9PM on \_\_\_\_\_, 20\_\_\_\_\_
  - c. Renter will not be allowed to enter premises of Willow Creek Glass Chapel before or after scheduled time without previous written consent by Willow Creek Glass Chapel. If additional time is needed beyond the original agreed upon time the renter will be charged an additional \$100 per hour for each additional hour of usage. This amount will be billed to the renter and must be paid within 10 days after the scheduled event.
2. Said premises may be used for a wedding ceremony. Additional usage must receive prior written consent from Willow Creek Glass Chapel.
3. The User shall pay in advance, all necessary fees. The total amount of \$\_\_\_\_\_ Payable with this agreement no later than 30 days prior to the scheduled usage date. Half of fee is due on signing of contract and is required to secure your rental.
  - a. In the event that the scheduled facility rental is canceled by the renter, the renter will forfeit any payments that have already been made to Willow Creek Glass Chapel.
  - b. Willow Creek Glass Chapel rental is \$1000 for 4 hours of rental time. If additional time is needed the renter will be charged \$100 per hour and must be agreed upon in writing with Willow Creek Glass Chapel prior to the scheduled event. Any additional time used is rounded up to the nearest quarter hour.
4. User shall not assign, transfer, or sublet this agreement for said premises, or any part thereof without the prior written consent of Willow Creek Glass Chapel.
5. User shall be liable and responsible for any and all damages or injury to said premises or any person or property thereon for the period of occupancy hereunder, and shall reimburse, indemnify and hold Willow Creek Glass Chapel fully harmless from any such damage, and/or injury, including all costs incident, thereto. Please encourage children or adults NOT to sit or stand on the side shelves of the chapel – the glass there is not child proof.
6. User is responsible for having someone coordinate the music for ceremony – which includes fading any songs down, making sure microphone is properly being used, and starting and stopping music for the complete ceremony.
7. User shall keep, and/or restore the premises, to neat and orderly condition. Rubbish and debris shall be picked up and properly bagged for removal from the premises, when finished.
8. No smoking in any of the buildings on the property. There are receptacles available for outside smoking only.
9. No real flower petals are allowed to be thrown inside the chapel, but may be thrown outside. No

environmentally harmful, unsightly or potentially dangerous materials may be used on the property – such as rice, glitter, confetti, silly string or fireworks (including sparklers). Only organic substances may be thrown outside due to wildlife that may come into contact with any of the things thrown.

10. User shall prohibit the use and/or dispensation of alcoholic beverages in Willow Creek Glass Chapel buildings.

11. User agrees to abide by and/or enforce all applicable rules and regulations governing the use and/or occupancy of said premises.

12. Any violation of the above terms and conditions of this usage agreement by the user, guests, or invitees, shall be considered as a breach of this agreement and said user agreement shall be subject to cancellation at the sole discretion of Willow Creek Glass Chapel.

13. Willow Creek Glass Chapel shall not be liable for failure to perform its respective obligations under this agreement when such failure is caused by weather, fire, wind, water, explosion, act of vandalism, war, riot, sabotage, energy related closings or any other cause beyond reasonable control of either party.

14. Due to the environment and location of Willow Creek Glass Chapel, we are unable to control circumstances outside of our control such as weather and road conditions. Willow Creek Glass Chapel is in no way responsible for weather conditions nor is Willow Creek Glass Chapel responsible for road conditions as a direct result of the weather. Willow Creek Glass Chapel is not responsible for the upkeep and maintenance of any public road leading to the rental facility. If for any reason weather prohibits the use of public roads to or from Willow Creek Glass Chapel, Willow Creek Glass Chapel will not be responsible nor will any refunds be made.

IN WITNESS WHEREOF, the parties hereto have executed this agreement, on the day and date first above written.

User Signature (bride/groom) \_\_\_\_\_

User Signature (bride/groom) \_\_\_\_\_

Address \_\_\_\_\_

City, State and Zip \_\_\_\_\_

Phone (s) \_\_\_\_\_

email address (bride/groom) \_\_\_\_\_

email address (bride/groom) \_\_\_\_\_

Make checks payable to Willow Creek and mail to:

Willow Creek Glass Chapel & Banquet Hall  
4072 325<sup>th</sup> Street  
Shelby, IA 51570

We are unable to accept credit cards at this time. Sorry for any inconvenience.