



Historic Chapel of Wood River

446 E. Lorena Ave.
Wood River, IL 62095

FACILITY LICENSE/RENTAL AGREEMENT

Event Description _____

Licensee (User of Facility)

Name: _____
Address: _____
Phone Number: _____
E-Mail Address: _____

Usage Fees:

Chapel Rental *\$150.00 (1 hour)* *\$50.00 each additional hour*
Rehearsal (optional) *50.00*

Date	Rental Times	# Hours	# of Guests	Rehearsal
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Estimated Fee: _____

Rules:

- a) Licensee is responsible for cleanup after each service
- b) No adhesive tape, staples or nails of any kind can be used on pews, walls, etc.
- c) No smoking or alcoholic beverages on the premises
- d) Maximum capacity is 50 people.
- e) No animals allowed on premises.
- f) Decorations in altar area must not be removed
- g) Licensee is responsible for turning off lights, adjusting temperature and locking doors before departure.

Confirmation must be made within 15 days after execution of this Agreement. User (Licensee) is to Sign both copies and return one with required deposit of half the contract amount: \$_____. Payable to Wood River Heritage Council and mailed to Cathi Stalcup, 480 Summitt, Wood River, IL 62095. Remaining balance is due and payable 30 days prior to the date of event. (Should contract be cancelled, half of deposit is refundable).

I have read and accept all terms and provisions of this agreement as specified on this form.

Licensee Signature: _____ Date: _____
Heritage Council Signature _____ Date: _____

Mail form to: Cathi Stalcup, 480 Summit, Wood River, IL 62095 Phone: 618 258-7237