



## FACILITIES RENTAL CONTRACT

### **The Norman Chapel**

**Seats up to 170**

The Romanesque-Norman style chapel was designed and built by architect Samuel Hannaford in 1879. The architecture is historically significant to Cincinnati, as Mr. Hannaford also designed Music Hall in Cincinnati and Cincinnati City Hall. There is an intricate pattern of arches and pillars of Bedford stone gracing the interior chapel and the exterior boasts beautiful arched windows and gargoyles. Carved wooden beams support the ceiling and the floor (although carpeted in some areas) is Belgian Marble. The chapel houses a Baldwin electronic organ, a CD sound system, a podium with microphone, and a standing microphone. While heated in the cooler months, the chapel does not have air-conditioning. It accommodates approximately 170 guests. There is a single restroom in the chapel. Maximum capacity is 249 people per building code.

### **The Garden Courtyard**

**Seats up to 1,000**

The Garden Courtyard is located in the front area of the cemetery/arboretum. It is planted with hybrid tea roses, as well as other colorful annual and perennial flowers. Tents, chairs, audio equipment must be rented from an outside vendor. Electric power is available for music, microphones, etc. In the event of inclement weather, the Norman Chapel will be made available to the wedding party with a maximum capacity of 249 people per building code. Receptions are not permitted.

This contract is made this date, \_\_\_\_\_, by and between Spring Grove Cemetery and Arboretum, an Ohio corporation, hereinafter referred to as "Spring Grove" and:

---

*Renter name, address, and phone number*), hereinafter referred to as the "the Renter."

The parties hereby agree as follows:

#### **1. Place, date, and time of use per attached Ceremony Reservation Form:**

- a. The Renter shall rent (*circle one*) the Norman Chapel / Rose Garden Courtyard per the attached Ceremony Reservation Form for the purpose of a wedding rehearsal and wedding ceremony.
- b. The Renter shall arrive and depart the church in strict conformance with the contracted times set forth on the Ceremony Reservation Form. No exceptions shall be made regardless of whether the Renter or vendors arrive and begin the set-up for the event on time. Contracted times are from the Renter's arrival for set-up (unlock) to final departure of the Renter and his/her entire party (lock-up). The Renter must allow time for removal of personal property that will allow for departure at or prior to the contracted time. Vendors must follow the rental usage period guidelines. Vendors cannot deliver "early" to the Customer Service Center.

## 2. Deposit, Fees, and Cancellation Policy

### a. Security Deposit: **\$500**

The security deposit is separate from the rental fee and is refunded as follows:

- The security deposit will be refunded within 30 days after the event date. If any repairs are required or excess maintenance issues exist after the event, including damages caused by a party associated with the event, Spring Grove will deduct the cost of those repairs or maintenance from the security deposit. If the cost exceeds the deposit, the Renter will be liable for the balance. If the Renter disagrees with the Spring Grove's determination, the Renter may appeal to the Facilities Committee by filing a written appeal within ten days of receipt of the security deposit deduction letter. The Committee will schedule a hearing to review the matter and make a final decision.
- If the rental fee is not paid in full 30 days prior to the event, the reservation will be canceled and the Renter will forfeit the security deposit.
- Exceeding the rental time period will result in a forfeiture of all or part of the security deposit based on an hourly rental fee of \$195 per hour.

### b. Rental Fees:

- Ceremonies may be scheduled within one of the time slots noted below. **The Rental Fee is due in full 30 days prior to the event date.**
- If the Rental Fee is not paid in full 30 days prior to the event, the reservation will be canceled and the Renter will forfeit the Security Deposit.

Day of the Week	Rental Block	Rental Fee
Friday	4:30 - 7:30 PM	<b>\$895</b>
Saturday	4:00 - 8:00 PM	<b>\$1195</b>
Sunday	12:00 – 3:00 PM	<b>\$895</b>

### c. Cancellation Policy:

In the event of a cancellation, written notification must be received to cancel a reservation. Upon cancellation, the deposit refund schedule is as follows:

- Written notice received more than 180 days prior to the ceremony – 100% refund of security deposit
- Notice received within 180 days of the ceremony – 50% of security deposit refunded
- Notice received within 90 days of the ceremony – no refund of deposit will be issued.

Per the guidelines of the Cancellation Policy, Spring Grove will retain all or a part of the Renter's security deposit. Any balance of the rental fee already paid will be refunded.

If there is an emergency and the Renter must postpone a wedding, Spring Grove will assist the Renter in a reschedule. The deposit may be applied to your rescheduled date if booked within one

year of the cancellation. If wedding is not rescheduled within this time frame, deposit will be retained by Spring Grove.

### 3. Hours and Availability

#### a. Rehearsal

- 1-hour for ceremony rehearsal

The venue may be scheduled, based on availability, for a one-hour wedding rehearsal 1 - 3 days prior to your ceremony. Renter is encouraged to secure that date with Spring Grove and applicable vendors (officiant/musicians, etc.) as far in advance as possible to assure availability.

- Spring Grove reserves the right to schedule back to back rehearsals on any specific date, (example 5:00-6:00 PM and 6:00-7:00 PM).

#### b. Ceremony

- **Saturday** – 4 hours on day of ceremony includes set-up, ceremony, and clean-up per rental block above.
- **Friday/Sunday** – 3 hours on day of ceremony includes set-up, ceremony, and clean-up per rental block above.

### 4. Staffing

Spring Grove will provide a Facility Attendant who will be present for the rehearsal and ceremony. The Facility Attendant will be responsible for opening the chapel, adjusting the temperature and lighting, answering questions, handling emergency situations, supervising set-up and clean-up, and assuring that rental policies are followed. The Facility Attendant will survey the chapel after the event and write a deposit refund recommendation.

Spring Grove will provide a gate attendant who will monitor and direct traffic and parking. The Renter must provide his/her own valet if desired.

Spring Grove does not employ wedding coordinators, staff musicians, photographers, or a minister. It is the responsibility of the Renter to provide their own officiates, musicians, etc. Spring Grove can provide a referral list available upon request. If the couple wishes to hire an event professional to assist with ceremony details, coordination, rehearsal/ceremony management, Spring Grove offers a vendor referral with a discounted rate.

### 5. Chapel/Furnishings

- Approximately 170 guests can fit comfortably in the 26 chapel pews.
- 40 chairs are provided for additional seating in the rear of the chapel, if necessary.
- 249 is the maximum capacity per the building code.
- The chapel has one restroom inside.
- Permanent fixtures such as the pews and front podium shall not be moved.
- There are no dressing rooms available on the premises for bridal parties to get ready on-site. A small family room located at the front of the chapel may be used by the Renter.

## 6. Rose Garden/Grounds

The beauty of the gardens and condition of plants cannot be guaranteed due to season changes and weather conditions.

For Rose Garden Rentals, the Renter is permitted to rent their own tents, chairs, wedding arbor, etc. from a vendor approved by Spring Grove. The Renter or outside vendor will assemble/ disassemble their own set-ups. Spring Grove will designate the appropriate site for tent set-up. All equipment must be disassembled and removed from site the eve of the event, or by noon the following day with advance permission. The Norman Chapel will be made available to the wedding party with a maximum of 249 guests per building code.

## 7. Decorations

Decorating the venue will need to be accomplished during your usage period. A list of decorations to be considered for approval must be submitted no later than 30 days before the wedding. No decoration shall be used that is not approved by Spring Grove. All decorations, florals, equipment rentals, etc., must be removed from the chapel immediately following the ceremony. No candles are permitted on the carpet. No permanent attachments or decorations may be used which will cause damage to the pews or other surface area (nails, screws, glue, tape, etc...). Real flower petals may not be scattered inside the chapel due to staining. Freeze-dried petals may be used.

## 8. Prohibited Activities

- Receptions are not permitted.
- **Spring Grove does not permit food, beverages, or alcohol in the Norman Chapel or on the premises.**
- **Spring Grove is a smoke-free organization and environment: Smoking is prohibited inside the Norman Chapel and Renter shall make guests aware of this policy.**
- Throwing rice, birdseed, confetti, etc. on the grounds is **not** permitted.
- Dogs or pets of any kind are not permitted.
- Cars must remain on roads; parking or driving in the grass is not permitted.
- With the exception of candles within the chapel, no flammable items (i.e. sparklers or fireworks) are permitted. Candles are not permitted on the carpet or on the pews.

**Violations of the contract may result in a forfeiture of the facilities and/or the deposit. A Spring Grove representative may bring a violation of the contract to your attention for remedy. If a request for remedy isn't met, the wedding may be at risk for forfeiture.**

## 9. Inspections and Remedies

After the rental period, Spring Grove's Facility Attendant will conduct a post-use inspection of the facilities and prepare a report that will note any breaches of contract (see Section 8) and related deductions from the security deposit, if any. Spring Grove will mail the security deposit, less deductions, to the Renter within 30 business days after the event. If the Renter breaches any of his duties or damages the facilities, Spring Grove reserves all of its rights including, but not limited to, deduction from the security deposit for each specific violation of a particular provision of this contract. Spring Grove shall make all such determinations at its own discretion.

**10. Indemnification and Limitation of Liability**

The Renter bears full responsibility for event attendees. Accordingly, the Renter shall indemnify The Spring Grove Family – Spring Grove Cemetery and Arboretum, Spring Grove Funeral Home, Funeral Centre Agency LLC, and Oak Hill Cemetery – its Board members, volunteers, and staff members from and against any and all claims arising out of or resulting out of the Renter's rental of the facilities. Spring Grove's maximum liability under this contract shall be the refund of sums paid by the Renter.

**11. No Warranty**

Spring Grove does not warrant that its facilities are suitable for any particular purpose nor does it warrant any conditions on the premises. The Renter agrees that he/she has had an opportunity to examine the facilities; and that the Renter will accept the premise in an "as is" condition.

*I have read & fully understand to and agree with the terms of Spring Grove's Facilities Rental Contract. I understand that non-compliance of the terms of this contract by me or my guests may result in forfeiture of all or part of my deposit.*

**First Renter's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Second Renter's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Spring Grove Representative:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## Ceremony Reservation Form

**Date of Ceremony:** \_\_\_\_\_

**Time Block:**

**Time of ceremony:** \_\_\_\_\_

	Friday	4:30 – 7:30 pm
	Saturday	4:00 – 8:00 pm
	Sunday	12:00 – 3:00 pm

**Location:**      Norman Chapel      Garden Courtyard

**Party 1 Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_

Email: \_\_\_\_\_

Alternate Family Contact: \_\_\_\_\_  
Name Phone

**Party 2 Name:** \_\_\_\_\_

Phone #: (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_

Alternate Family Contact: \_\_\_\_\_  
Name Phone

**Do you intend to hold a one-hour rehearsal prior to your ceremony:**     Yes     No

*If yes:*

**What date:** \_\_\_\_\_

**What time:** \_\_\_\_\_

*The chapel may be scheduled (based on availability) for a one-hour wedding rehearsal 1 - 3 days prior to your ceremony. You are encouraged to schedule that date as far in advance as possible to ensure availability of facility and vendors (officiant/musicians, etc). Spring Grove reserves the right to schedule more than one rehearsal on any specific date if necessary.*

**Standard facility use agreements for ceremony only:** *You may schedule your ceremony any time within the reservation period. The time breakdowns are meant to serve as a planning guide. Please indicate below which time frame you prefer.*

**Friday:**

4:30 - 5:30 arrival for set-up, decorations, photographs  
5:30 - 6:00 guest arrival  
**6:00 - 6:30 ceremony**  
6:30 - 7:30 family photographs  
7:00 - 7:30 tear down, removal of decorations, etc.  
7:30 OUT

**Saturday:**

4:00 - 5:00 arrival for set-up, decorations, photographs  
5:00 - 5:30 guest arrival  
**5:30 - 6:00 ceremony**  
6:00 - 7:00 family photographs  
7:00 - 7:30 tear down, removal of decorations, etc.  
8:00 OUT

**Sunday:**

12:00 – 1:00 arrival for set-up, decorations, photographs  
1:00 - 1:30 guest arrival  
**1:30 - 2:00 ceremony**  
2:00 - 3:00 family photographs  
2:30 - 3:00 tear down, removal of decorations, etc.  
3:00 OUT

**\* This reservation is tentative until date availability is confirmed and the required deposit is received. \***

**Please return with deposit to:** Spring Grove Cemetery and Arboretum  
ATTN: Angela Ryan  
4521 Spring Grove Avenue  
Cincinnati, OH 45232  
Phone: 513-853-6809  
Fax: 513-853-6802  
aryan@springgrove.org