



## Ceremony Rental Contract

**Clients:** \_\_\_\_\_

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

**City, State, Zip Code:** \_\_\_\_\_

**Phone number:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Event date:** \_\_\_\_\_

**Ceremony time:** \_\_\_\_\_ am/pm

**Rehearsal date:** \_\_\_\_\_

**Time (1 hr.):** \_\_\_\_\_ am/pm

**Approximate number of guests: #** \_\_\_\_\_

The chapel seats up to 120 guests plus the standing bridal party.

**Ultimate Package - \$1,400.00:** \_\_\_\_\_ (✓ here)

Use of the entire main floor, second floor master suite, and (1) Friday or Saturday overnight accommodation for up to (4) adult guests. This includes a one-hour rehearsal on Friday at 6pm. *(All other guests are expected to leave at 7pm, with only (4) overnight guests remaining. Bridal party may return after 9am the following morning for wedding preparations and the ceremony. Chapel must be vacated on Saturday by 6pm. If overnight stay is Saturday, check-in is at noon and check-out is Sunday at noon. Any additional time to this package is charged by an hourly rate)*

**Enhanced Package - \$900.00:** \_\_\_\_\_ (✓ here)

Use of the first-floor facility for a 3-hour period of: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm  
*This includes a one-hour rehearsal the evening before at 6pm.*

**Petite Package: - \$300.00:** \_\_\_\_\_ (✓ here)

Use of the chapel for one-hour with your officiant, the couple marrying, and up to 30 guests or less.  
*This package does not include a rehearsal.*

info@kelmscott.com 517-223-9150

123 S. Second Street, Fowlerville, MI 48836

PRICES EFFECTIVE 10/18/2022 AND SUBJECT TO CHANGE WITHOUT NOTICE



### Ceremony policy:

- A Kelmscott coordinator will be on site to assist in making your event run smoothly.
- We are **not** handicap accessible.
- A non-refundable deposit of one third of the package that you choose is due upon signing your contract.
- Failure of making **final payment 30 days prior to your event** will remove you from the event calendar and allow Kelmscott to book others on stated date.
- Our two guest rooms can accommodate 4 overnight guests. If choosing the Ultimate package, a \$200.00 security deposit will be due at the time of check in for your event. This deposit will be refunded within 72 hours of cessation of the event less any damages or unsettled amounts due.
- Kelmscott is a 1909 historic structure. Great care and pride goes into maintaining such a property and we ask all guests to treat it respectfully. Decorations may not be attached to anything that leaves a hole or damages the surface.
- Smoking is not allowed inside Kelmscott. You are welcome to smoke on sidewalks or the back patio.
- Open flame is not allowed at Kelmscott, unless it is for use of a unity candle during the ceremony.
- You are welcome to bring in your own alcohol. Kelmscott does not provide or sell alcohol.
- Proof of Host Liquor Liability Insurance covering the whole rental period will be due 10 days prior to the event (this coverage can typically be secured through your homeowners' insurance provider).
- Wedding liability and cancellation insurance can also be secured through WedSafe Insurance.
- We do not provide vendors; however, we can offer a list of local caterers, officiants, photographers, florists, bakers, musicians, and equipment rental agencies.
- Kelmscott does have adjacent neighbors and therefore require that all outdoor music must conclude by 10:00 PM.
- Client is responsible for keeping to the agreed times of the rehearsal and ceremony, as well ensuring their guests are compliant to all the above.

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Client's name	Date
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Coordinator's name	Date
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Total due:
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Security deposit (if applicable):
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Deposit amount:
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Final payment:
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Notes: