



DANCE PALACE  
COMMUNITY CHAPEL  
WEDDING PARTY/ CONTRACT FOR USE

Wedding Date: \_\_\_\_\_

Name (Bride): \_\_\_\_\_

Name (Groom): \_\_\_\_\_

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

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

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

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

Tele.: \_\_\_\_\_

Tele.: \_\_\_\_\_

Scheduling Information/notes:

Wedding Space/Time(s): Community Chapel: \_\_\_\_\_ # of hours \_\_\_\_\_

Carol J. Friedman Hall: \_\_\_\_\_ # of hours \_\_\_\_\_

Lawn & Garden: \_\_\_\_\_ # of hours \_\_\_\_\_

Wedding Rehearsal date/time: \_\_\_\_\_

Space/Time(s): Community Chapel: \_\_\_\_\_ # of hours \_\_\_\_\_

Carol J. Friedman Hall: \_\_\_\_\_ # of hours \_\_\_\_\_

Lawn & Garden: \_\_\_\_\_ # of hours \_\_\_\_\_

Caterer: \_\_\_\_\_

Caterer Tele: \_\_\_\_\_



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RATES/ DEPOSITS:

- \_\_\_\_\_ Church: \$750 for 4-hours. (Additional hourly fee: \$125/hr.)
- \_\_\_\_\_ Carol J. Friedman Hall: \$1,650 for 7-hours. (Additional hourly fee: \$200/hr.)
- \_\_\_\_\_ Lawn & Garden: \$550 for 4-hours. (Additional hourly fee: \$100/hr.)
- \_\_\_\_\_ Kitchen: \$200 for 7-hours (Additional hourly fee: \$50/hr.). The Dance Palace kitchen is not a commercial kitchen, and may not be used for commercial cooking purposes.
- \_\_\_\_\_ Chickering Bros. Grand Piano: \$100 (Additional \$100 fee for tuning)
- \_\_\_\_\_ Total Fees

In addition to the above fees, all events must pay the following:

- **\$200 Cleaning fee** for before and after your event (Excessive cleaning may be charged a surcharge)
  - **\$1000 Property Damage Deposit:** (full refund after facility has been inspected)
  - **\$30/hour up to 8 hours** (additional hours \$60) for technical staff assistance (minimum \$120). for technical staff assistance with performance sound system, microphones, theatrical lighting, disco ball, AV screen, etc.
1. A non-refundable booking deposit of \$450 is required at time of booking. This amount will be subtracted from your final bill. Insurance and rental balance is due 60 days prior to the event. Failure to pay by the due date will result in the cancellation of the event.
  2. **All setup and cleanup *must* take place on the rental date only.** Arrangements for early delivery may be made and will incur an additional hourly fee. You must remove all items from your function at the end of the day; we are not responsible for left articles.
  3. Smoking is not permitted within 25 feet of the Dance Palace.
  4. Excessive noise and/or disorderly conduct may result in eviction with no refund of money.
  5. Any additional charges that may be incurred during the scheduled event will be due within 7 days of the event.

Signature (Bride): \_\_\_\_\_ Date: \_\_\_\_\_

Signature (Groom): \_\_\_\_\_ Date: \_\_\_\_\_

Signature (Dance Palace): \_\_\_\_\_ Date: \_\_\_\_\_

Complete, sign and return one copy with your non-refundable booking deposit of \$450 to:

The Dance Palace, Post Office Box 217, Point Reyes Station, California 94956



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Terms of use: please read carefully!

- All users must contract for basic services with our Dance Palace-approved event coordinator/consultant Jessica Walker. A copy of this signed contract is required to confirm your rental.
- Maximum number of people in church space is 100 seated; maximum number of people in main space is 200 seated, occupancy loads are reduced if you are using tables. The maximum-seated capacity with tables is: 120 in the main space, and 75 in the church. Your cleaning/damage deposit will not be returned if you exceed the maximum load limit as stated above.
- You are renting the building for the number of hours stated on your contract. Additional hours can be arranged in advance by contacting the Dance Palace office and an hourly fee will be charged. All times start when wedding party or staff enters building and end when entire party has left and removed all equipment and decorations. **No equipment or decorations can be left on site after the wedding or set up before the wedding party set time; failure to follow these guidelines will incur an additional hourly fee.**
- All decorations will be portable and can only be placed in the hall for the duration of your event. **No tape, staples, thumbtacks, nails or screws can be placed on or in any Dance Palace wall or floor.**
- Absolutely no smoking or open flames in the building. Enclosed candles may be used with prior Dance Palace Staff authorization ONLY.
- All deliveries must fit within the set time for your event, and no equipment may be left in the building after the event, **or an additional hourly fee will be charged.**
- All entertainment must be inside the building, and end by 11 p.m. *A \$500 fine will be charged for any amplified music after 11:30 p.m.* No amplified music is permitted in the outside or garden areas.
- No refunds less than 60 days prior to event. Booking Deposit is non-refundable. All cancellations are subject to a cancellation fee.
- You will be charged for any and all damages to the building or equipment, including costs over and above the cleaning/damage deposit.
- You must provide proof of liability insurance for the event (one day event liability insurance in the amount of \$1,000,000 with Dance Palace named as additional insured). Contact 1-800-ENGAGED.
- You must hire our approved janitor, Nancy Shine to clean the building thoroughly after your event.
- A copy of the signed contract is required to confirm your rental.
- You must provide us with name and phone number of your caterer.
- You are totally responsible for disposal of your garbage.
- Use of outdoor space cannot be exclusive unless pre-arranged as a rental.
- You may not have access to the tech loft for any purpose.
- The Dance Palace kitchen is not a commercial kitchen, and may not be used for Commercial cooking purposes
- All spaces will be in clean and proper order when you arrive. You are expected to leave the space in the same condition, with everything put away in the designated place. Failure to do so may result in your cleaning/damage deposit not being returned.

Signatures:

Signature (Bride): \_\_\_\_\_

Date: \_\_\_\_\_

Signature (Groom): \_\_\_\_\_

Date: \_\_\_\_\_

Signature (Dance Palace): \_\_\_\_\_

Date: \_\_\_\_\_