

The Chapel

ON SYCAMORE

318 Sycamore Street, Decatur, GA 30030
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2022/2023 FEE SCHEDULE FOR NON-PROFIT ORGANIZATIONS

	RENTAL FEE	TIME BLOCK	ADDITIONAL COST PER HOUR	REFUNDABLE SECURITY DEPOSIT
SUNDAY	\$2,300	6 hours	\$200	\$750
MONDAY thru THURSDAY (7am-3pm)	\$1,300	4 hours	\$200	\$750
MONDAY thru THURSDAY (After 3pm)	\$2,000	6 hours	\$200	\$750
FRIDAY	\$3,000	7 hours	\$200	\$750

ADDITIONAL INFORMATION

- Deposit of 50% is required to reserve date.
- Set up and breakdown time is **included** in each block of time. When an event requires hours beyond the time block, a fee will be charged based on the additional hour rate for that time slot.
- Security Officer: The presence of a uniformed officer during event hours through the completion of load out is required. The fee is \$40 per hour with a minimum of 4 hours.

CATERING

We have a list of Preferred Caterers for you to select from. You may choose off-list for a \$500 non-refundable Fee. The insured caterer, or insured bartending service, must possess an insurance policy including BOTH **Liquor Liability AND General Liability** with not less than \$1,000,000.00 occurrence limits and \$2,000,000.00 aggregate limits. It must also include the naming of The Chapel on Sycamore as additional insured. A copy of the insurance certificate must be submitted to The Chapel at least 30 days prior to the event date. If you have selected one of our Preferred Caterers, we have this information on file.

Alternatively, the non-profit organization may execute a Liability Release to bring in their own food. If this is selected, additional staffing and bartenders may be required.

REFUND POLICY

Your rental deposit is non-refundable.

TO RESERVE

A deposit of one half of the base rental fee is required with a signed Rental and Deposit Agreement. The final lease agreement will be sent out 2 months prior to the event. Full payment plus the refundable security deposit must be submitted with the final contract to The Chapel 4 weeks prior to the event.

CONTACT

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www.sycamorechapel.com