

# The Chapel

ON SYCAMORE

318 Sycamore Street, Decatur, GA 30030  
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## 2022/2023 FEE SCHEDULE

	RENTAL FEE	TIME BLOCK	ADDITIONAL COST PER HOUR	REFUNDABLE SECURITY DEPOSIT
MONDAY thru THURSDAY (7am-3pm)	\$2,500	6 hours	\$400	\$1,000
MONDAY thru THURSDAY (after 3pm)	\$3,500	8 hours	\$400	\$1,000
FRIDAY and SUNDAY	\$5,000	9 hours	\$400	\$1,000
SATURDAY (January & February)	\$5,000	9 hours	\$400	\$1,000
SATURDAY (March thru December)	\$6,000	9 hours	\$400	\$1,000

## ADDITIONAL INFORMATION

- Deposit of 50% is required to reserve date.
- Set up and breakdown time is included in each 6, 8, or 9 hour block of time. When an event requires hours beyond the time block, additional hours will be added to the final payment due.
- Security Officer: The presence of a uniformed officer during event hours through the completion of load out is required. The fee is \$50 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 \$1,000 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.

## 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.

## WEDDING REHEARSALS

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- If the wedding ceremony is to be conducted at The Chapel, a one hour wedding rehearsal is included in your rental.
- Wedding rehearsals that extend beyond one hour will incur additional rental charges according to the fee schedule.
- Clients must be flexible, including last minute changes, regarding times for the rehearsal if The Chapel has been rented for an event on the same day as the rehearsal.

## TIME FRAME

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A typical evening event (9-hour time block) time frame *may* look like this:

- 2:30pm load in begins
- 5pm ceremony
- 5:30-6:30pm cocktail hour/room transition
- 6:30-10:30pm dinner/dancing
- 10:30pm event end
- 10:30-11:30pm load out

Sunday – Thursday, the building must be locked by Midnight. Your event must end at 11pm to allow for an hour for load out.

Friday & Saturday, the building must be locked by 1am. Your event must end at Midnight to allow for an hour of load out.

## CONTACT

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