

LETTER OF INTENT FOR CHURCH RENTAL

Date & Time of Wedding: _____

Contact Person & Phone Number: _____

Wedding Party Names: Bride _____ Groom _____

There is a non-refundable deposit for reserving the church for an event. This deposit, **half of your fee, will hold the date** and will be forfeited if renter cancels the event at any time after the reservation is made and the deposit accepted. (Exception ~ due to hurricane or evacuation of island at the time of the event)

Church Rental Fee

- \$500.00 for Resident Registered Parishioners (Claim OLS as their primary domicile)
- \$500.00 Active military personal
- \$100.00 Convalidation (Blessing of the vows)
- \$1000.00 for Residents of Hatteras & Ocracoke Island - *10% discount for both rental of Church & Hall*
- \$1500.00 for Non-registered, non-local parties – *10% discount for both rental of Church & Hall*
- Donation ~ Anniversary Blessing and Vow Renewal – can be done on the beach or rental home
- It is customary to provide the pastor with a monetary gift of thanks if he is performing the ceremony.

After the confirmation that the date is available the church will hold this date on the master calendar only after we receive the deposit (half of the fee) for the rental along with the signed agreement to use our church. *The final payment is required to be received 3 months before the wedding.* The checks are to be made payable to Our Lady of the Seas. This fee covers set-up, cleaning, utilities, etc. You make arrangements for music, flowers, etc. directly with other parties (not through the Church) and are responsible for those payments.

Please have your parish priest send the completed paper work to your Diocese first and then it will be sent to our Diocese (Raleigh) who will then send the papers to Our Lady of the Seas. Remember, you are required to have a North Carolina marriage license before the wedding. The license may be obtained from any North Carolina County.

There are no restrictions on flowers or decorations. You may not use staples, tacks, nails, etc, within the Church or Hall. Flowers may be left at the altar after the ceremony. All other decorations must be removed immediately after the ceremony. No dogs, except service dogs, will be allowed in the Church or the Fellowship Hall.

Your signature on this Letter of Intent for the OLS Church means you have read, understand, and agree to all terms and conditions listed herein.

Signature Printed Name Date

OLS Signature Printed Name Date

Final Balance paid on _____ Check # _____ Amount _____ Revised 1/2016