

BellTower Wedding Chapel

BellTower Off the Square LLC

Located near the Southeast Corner of Downtown Square in Ozark, Missouri

Mailing Address: P.O. Box 1609 ♦ Nixa, Missouri 65721 ♦ 417.725.9054 ♦ www.belltower4ido.com
Chris@belltower4ido.com

Rental Policy Statement

This Rental Policy Statement is part of the Rental Contract with BellTower Off the Square.

Belltower Off the Square LLC reserves the right to limit the types of events held at Belltower Chapel.

Property Shown by Appointment Only/Please see Price List for Rental Times and Prices

Please understand that all activities related to the event, such as set up, decorating, photography, clean up, and the removal of all items that you bring into BellTower Chapel, must occur during the time rented.

If more time is needed, additional hours at hourly rates may be available.

Reservations and Refunds: A non-refundable down payment of 35% of the total rental fee is payable to Belltower Off the Square LLC upon reserving the facility, and the total balance is due 45 days before the scheduled event. Reservations are not final until the down payment, signed contract, and signed policy statement are received.

Security Deposit: A refundable security deposit is required for all bookings and will be held until after the last rental date. The security deposit will be refunded within 7 business days if the building, contents, and grounds are left clean and undamaged and the renter has not exceed the hours for which the facility was rented. If clean-up and damage expenses exceed the security deposit, additional charges will be assessed against the renter. In addition, if the renter should exceed the time agreed upon with this rental agreement, charges for this time will be deducted from the security deposit at a rate of \$200 per hour or any part of an hour of time exceeded. Belltower Off the Square LLC reserves the right to assess additional fees for any damages, excessive costs of clean-up, and time not covered by the security deposit.

Rehearsal Time: Thursdays are reserved for rehearsals at an additional cost unless stipulated with package description. The amount of time available depends on how many rehearsals are planned for that day, which may not be known at the time of booking due to additional weddings being booked in the future.

Chapel/Sanctuary: Absolutely no food or drink are allowed in the Sanctuary. Please do not use glitter or sequins on decorative items/flowers in the Sanctuary. Only white candles may be used if not in votives.

Catering Kitchen: All food must be prepared off site. Caterers and servers must follow accepted food handling requirements for food safety. A member of the wedding party or designee must be responsible for accepting food when delivered by the caterer, as well as the proper storage of the food before and during the event. The kitchen must be left clean and all food removed immediately after the event as part of the clean up within the rental time. The dishwashers are for use by the owners only. Children ages 12 or younger are not allowed in the kitchens. The renter or his/her guests are responsible for the safety of children at all times.

Clean Up: Removal of all personal property/decorations must begin immediately after the event and must be completed within the time stipulated by the rental agreement.

Candles: If candelabras are used in the Sanctuary, only dripless candles may be used, and all candelabras shall be placed on plastic coverings provided by Belltower Off the Square LLC. Only votive or floating candles may be used to prevent candle wax spillage. Of course, all lit candles must be kept away from flammable objects at all times. No lit candles shall be left unattended at any time in any part of the building.

Decorating: Decorating, as well as the removal of decorations, must be done within the time stipulated by the rental agreement. Real flower petals *may not* be used on any carpeted areas. If artificial petals are used, they must be picked up as part of the clean up. Throwing rice, birdseed, confetti, and artificial petals is prohibited outside. Nothing shall be hung from the walls, ceilings, or ceiling fans. Care must be taken to keep the walls clean. Only ribbon, string, or bouquet holders may be used to secure any decorations to the pews. Care will be taken to avoid marring the finish of the pews. Neither tape nor any other tacky substances may be used on any surfaces. Helium balloons, glitter, and sequins are prohibited in the Sanctuary/Chapel area. All personal property brought to the premises shall be held or stored at Belltower at the sole risk of the renter and guests. Fireworks are prohibited on the premises; they may be possible at the city park with permission from the city.

Smoke and Alcohol Free Venue: All areas of Belltower are smoke and alcohol free. Food and beverages are confined to the reception areas and are strictly prohibited in the Sanctuary/Chapel area.

Noise Levels: Because Belltower Chapel is located near private homes, guests must be careful to maintain a reasonable noise level at all times, especially after 9 p.m..

Children: Children are welcome at BellTower Chapel, but they must be closely supervised by adults who are responsible for the children's safety and any damage done by them to BellTower Chapel premises.

Grounds: Renter understands that his/her guests and hired vendors such as photographers, planners, etc. will take care to remain on sidewalks and not tread on any flowerbeds.

Parking: BellTower Chapel is zoned for street parking. There are many parking spaces on the square and elsewhere around the building. Please note that some of the city streets have culverts and there may be some uneven places. In the past, Ozark Bank has generously allowed parking in their parking lot during non-banking hours. Neither Ozark Bank nor BellTower Off the Square LLC guarantees the use of this parking lot, but if it is used, it is absolutely mandatory that nothing be done to mar, stain, or damage it in anyway. No debris may be left, and no decorating of any kind is allowed in the area. Absolutely no alcohol or loitering are allowed. Signing this document indicates that neither you nor anyone connected to your event will hold Ozark Bank or BellTower Off the Square LLC liable in any way at any time with regard to the use of the Ozark parking lot or any of the off-street parking areas. You, your guests, and your agents or representatives use all parking facilities it at your own risk.

Signature of Renter/Person Responsible

The above signed agrees to abide by all stipulations of this Policy Statement, which is part of BellTower Off the Square, LLC Rental Contract.