



2228 W. Bowen Blvd.
Fayetteville, AR 72703

The chapel is located East on HWY 45 approx. 5 miles from the intersection of HWY 45 and HWY 265 (Mission and Crossover). You will pass the Goshen City Limits sign and continue in the straight stretch. You will see the entrance (wall) for WaterFord Estates on your right-hand side and the Chapel is your immediate left. It is located down a private drive and you will turn left off the drive to get to the chapel.

Contact us at 479-871-0789 or
e-mail
mattlanefarm@gmail.com

RATES

Saturday rate: \$5800.00 8:00am to 1:00am

Friday and Sunday Rate:

\$4,800.00 10:00am to 12:00am midnight

\$4,200.00 12:00pm noon to 12:00am midnight

Please contact us for intimate wedding packages and pricing.

Engagement or Bridal Portraits only: \$200.00

Rentals include Engagement and/or Bridal portraits.

All full day rates include the use of the Chapel, outdoor ceremony site, reception hall and outdoor patios/gardens.

Rates are subject to change without notice prior to receiving a signed contract. Once a signed contract and deposit are received the rate is locked in.

Full deposit must be paid to reserve a date. (The deposit amount is half of the total booking rate.)

When returning this contract please initial the bottom of all pages and sign where designated. Please send ALL pages back and we will return a copy of the full contract to the provided address. ALL missing information must be e-mailed to mattlanefarm@gmail.com no later than 30 days prior to the event date.

**Mailing Address:
2228 W. Bowen Blvd.
Fayetteville, AR 72703**

_____ Initial

EVENT TERMS AND CONDITIONS

The renter agrees to regulations listed below as set forth in this contract and must be signed by both parties and is returned with the holding deposit:

GENERAL INFORMATION

- Renters are responsible for any damage and/or theft of furniture, equipment, or other items.
- Renters are responsible for any/all damages caused by vendors, this includes any violations of the contract caused by vendors.
- All events are to end by 11:00pm (music, bar, etc.)
- Stone Chapel is exclusively non-smoking inside the facility. Smoking is allowed outside in designated areas (patio, outside of banquet room, courtyards).
- An additional charge may apply if there is excessive use of the electricity and/or doors are left open with air conditioner or heater in use.
- We reserve the right to escort any persons of bad conduct off the premises.
- Stone Chapel is hereby released from any liability for any physical injuries or property damaged while sustained by or to the renters and/or their guests. The Renters agree indemnity and hold harmless the Stone Chapel for any physical injury or property damage.
- Maximum occupancy of the chapel is 280. The chapel, reception hall and outdoor ceremony site seat 250 guests. Renter is responsible for providing directions as well as time schedules for vendors and guests. Stone Chapel Representatives are not to be listed as a Contact Person on your vendor agreements.
- The terms & conditions are subject to change and the Lessee will be notified in writing of these changes. The rate and deposit are not subject to change after the contract is signed.
- Stone Chapel at MattLane Farm is not responsible and therefore cannot be held accountable for changes made due to Mother Nature, Natural Disasters and/or pandemic.
- Items being used during the Bride and Groom send-off must be approved by a Stone Chapel Representative. Sparklers are not permitted.
- Stone Chapel is NOT responsible for any items left on the property.
- The sounds system for the indoor chapel only and is included in all rates. This includes a cord to use with any device containing a headphone jack, 1 wireless mic, 1 wired mic and 1 headset mic. If more components are needed, they must be supplied by Stone Chapel and additional fees apply. Items being used must be submitted to Stone Chapel **NO LATER THAN 30 DAYS PRIOR** to the event date for use.
- The sound system will be set at general volumes for your use. No components of the sound system are to be changed, altered or unplugged. A sound tech can be provided to you for an additional fee.
- All party bus, shuttle and/or food trucks must be approved by Stone Chapel at least 30 days prior to the event date. **NO LARGE SHUTTLES ARE ALLOWED ON PROPERTY.** The large shuttles cannot turn in the drive and drop guests in the first driveway so any large shuttle will be asked to leave the property.
- In the event Emergency Assistance is needed by Emergency responders, a Stone Chapel staff member must be notified immediately. Our staff will be the point of contact for Emergency responders, the emergency situation and logistics of the emergency. The Renter, guests and vendors are to follow the direction of Stone Chapel staff.

EVENT TERMS AND CONDITIONS *(continued)*

DECORATIONS & SET-UP

- NO DECORATIONS OR TAPE MAY BE APPLIED TO THE WALLS, CEILINGS, OR GLASS WINDOWS AND/OR FLOORS.
- Event set up time is included in the contracted time.
- Only mechanical candles are allowed for use in the chapel. Unity candles will be permitted with base or stand. Candlelight vigils will not be permitted in the chapel. No portion of a reception will be allowed in the Sanctuary or the bride and groom quarters.
- All pew markers and any decorations are to **ONLY** be attached to the pews using the provided eye hooks.
- **NO PERSONAL ITEMS ARE TO BE LEFT BEFORE OR AFTER THE CONTRACTED TIME.**
- No part of the sound system (microphones included) may be used outside.
- A Stone Chapel Representative will complete a walk through during set-up. We reserve the right to remove any non-approved items at any time.
- Any items requiring approval for use must be submitted in writing.
- Chapel Grounds are **NOT TO BE** altered without permission; this includes moving any items in the chapel or on the grounds, this **INCLUDES ALL PEWS AND ALL FURNITURE.**
- No blocking entrances and/or exits.
- Balloons are allowed to be attached or tied to the Chapel sign **ONLY**. Signage, balloons, stakes, etc. are not allowed due to State Highway regulations. Balloons must be removed by the end of the contracted time.
- Stone Chapel staff will set up tables and chairs, but we are not responsible for the setup of any personal and/or rental items. Renters are **NOT** required to break down tables and chairs.
- A layout for tables and chairs must be provided to Stone Chapel via e-mail 7 days prior to the event date.
- All layouts must be approved by Stone Chapel.
- In the event of bad weather, a “rain plan/layout” must be submitted 3 days prior to the event date.
- The final decision on the rain plan must be made 24 hours prior to the event date.

FOOD & BEVERAGE

- Renters are responsible for any/all damages caused by vendors and/or trash removal.
- Caterers are responsible for the safe operation of any equipment and are responsible for cleaning the work area after the event. Food Service provider or Lessee is responsible for food trash removal.
- Stone Chapel requires the use of a professional insured Bar Service/Caterer for alcohol to be served.
- Proof of Professional Liability Insurance is required from vendors.
- Self Service bars are **NOT** allowed.
- Bar Service or Lessee is responsible for beverage trash removal.
- Stone Chapel security is required if alcohol is being served. The Lessee is responsible for the \$300.00 fee.

EVENT TERMS AND CONDITIONS *(continued)*

- No food or beverages will be allowed in the Chapel Sanctuary.
- Cooking on site must be approved by Stone Chapel.
- Food trucks, trailers, etc. **MUST** be approved by Stone Chapel at least 30 days prior to the event date.
- Vendors are **ONLY** to use back driveway and back doors for loading and unloading.
- Lessee is responsible to inform vendors of all rules and regulations and/or trash removal.

PAYMENT

- Half of the rental rate is due at the time of booking. The remainder of the balance is due 60 days prior to the event date.
- The Contract Deposit is due 60 days prior to the event date.
- Additional options charges are due 60 days prior to the event.
- Failure to pay any or all balances due will forfeit the event date and Lessee will be billed for remaining balance/s as per the contract.
- Failure to pay by the due date will result in a \$250.00 charge.

CLEANING & DEPOSIT

- All equipment and personal items **MUST** be removed from the premises by the contracted time to avoid charges.
- Clean-up must be completed by the end of the contracted time.
- In the event the contracted time is exceeded a fee of \$500.00 per hour applies (this time frame cannot be pro-rated).
- Event cleaning time is included in the contracted time.
- Lessee is responsible for trash removal and/or advising vendors to remove trash.
- Walk-a-way cleaning service is available for an additional fee.
- In the event of excessive clean up the charge will be deducted from the contract deposit. Excessive will be determined by a Stone Chapel Representative and is defined as anything requiring more than basic cleaning. The excessive cleaning fee is a minimum of \$400.00.

CANCELLATIONS & RESCHEDULING

- Any changes to the contract will be considered a cancellation and the latest version of the Stone Chapel contract that will also reflect the change/s will need to be reviewed and signed.
- A 50% refund of the deposit will be returned if the event is cancelled 12 months prior to the held date. If the event is cancelled after the 12 month period there will be no refund of the deposit.
- Cancellations within 6 months of the Event date will require the full balance to be paid.
- All cancellations by the renter must be in writing and confirmed by the Stone Chapel Representative.
- In the event the contracted date must be rescheduled a new agreed upon date can be booked within 12 months of the original contract date.
- A contracted date must be rescheduled one time without additional fees.

EVENT TERMS AND CONDITIONS *(continued)*

CONTRACT DEPOSIT

- For a refund Contract deposit (\$1000.00) the facility must be returned to its original state when the Renters entered the facility.
- In the event there is excessive clean up or damage there will be a \$400.00 (min.) charge.
- In the event that the contract is violated in any way we reserve the right to keep the contract deposit.
- The contract deposit is due 60 days prior to the event date.
- The contract deposit will be returned no later than 30 days after the event date.
- In the event damage exceeds the contract deposit the Renter will be responsible for fees.
- Any and all unpaid fees will be deducted from the contract deposit.

RENTALS & RECEPTION HALL

- Safety lighting will be provided by Stone Chapel at Matt-Lane Farm. Decorative lighting must be rented and set up by Lightwork Events.
- All hanging decorations must be approved by a Stone Chapel representative and set up by Randal Events or Lightwork Events. No hangers, tape, nails, or any other hanging devices are allowed to be used.
- No changes may be made to the Reception Hall and/or property.
- Heat and Air conditioning is included for the Reception Hall. In the event the Reception Hall is not completely enclosed the units will be turned off or a \$500.00 charge will be incurred to leave them on.
- Lighting, ceiling treatments, etc. are to be contracted and rented from Lightwork Events.
- Rentals are to be directly contracted through Randal Events, 479-444-PLAN (7526) this includes all items being used in the Chapel, Outdoor Ceremony Site, Patio, Reception Hall and/or Property. A 10% discount will be given for all in stock items.
- Tables are included in the Reception Hall (guests seating, food, cocktail tables, cake, sweetheart).
- Black or ivory linens are provided by the venue.
- Chairs included: 250 clear Chiavari chairs for use in the Reception Hall only.
- DJs and live music are responsible for extension cords and any equipment needed for their use. Staff will direct DJs and live music on the closest ample power supply.

OUTDOOR CEREMONY

- 250 bamboo chairs are included for Outdoor Ceremony Site use ONLY.
- In the event of inclement weather (rain, excessive temperatures, etc.) Stone Chapel will make the final decision on the use of the Outdoor Ceremony site by 8:00am on the contracted date. This decision will be based on weather and the well being of the wedding party/guests and Stone Chapel property.
- Ceremony location will change to the Chapel when the use of the Outdoor Ceremony site is unavailable deemed by a Stone Chapel Representative.

Bride and Groom Information

Bride's name: _____

Address: _____

Check here for the refundable deposits to be returned to this address.

Home: _____ Work _____ Cell _____

E-mail Address: _____

Groom's Name: _____

Address: _____

Check here for the refundable deposits to be returned to this address.

Home: _____ Work _____ Cell _____

E-mail Address: _____

Address you will live at after the event date:

Check here for the refundable deposits to be returned to this address.

Event Information and Vendor List

FULL DAY STARTS AT 8:00 A.M. AND ENDS AT 1:00 A.M.

Event Date: _____ Day of Week: _____ Event Time: _____

Ceremony: INDOOR OUTDOOR Contracted Start time: _____ End time: _____

of Guests _____ # of Bridesmaids _____ # of Groomsmen _____

Bride and Groom Departure time: _____ **What will be used for bride and groom send-off:**

ALL MISSING INFORMATION MUST BE E-MAILED **NO LATER THAN 30 DAYS**
PRIOR TO THE EVENT DATE TO mattlanefarm@gmail.com.

	COMPANY NAME	CONTACT NAME & PHONE NO.		
Wedding Coordinator (DAY-OF CONTACT)			ARRIVAL TIME	EXIT TIME
Coordinator's E-mail				
Caterer				
Photographer				
Florist				
Entertainment				
Car Service				
Rental Company	Randal Events	479-444-PLAN		
Videographer				
Cake				
Bar Service				

VENDORS CAN DELIVER AND SET-UP ONLY DURING THE CONTRACTED TIME. WEDDING PARTY AND ALL VENDORS MUST LOAD AND UNLOAD USING THE SERVICE ENTRANCE AND THE BACK DOORS. ITEMS MAY NOT BE LOADED AND UNLOADED THROUGH THE FRONT DOORS.

_____ Initial

Rehearsal Contract & Bridal Portraits

Check here if you want do NOT want a Rehearsal

Preferred Rehearsal Date: _____

Preferred Rehearsal Start Time: _____ End Time: _____

No. of Hours: 1

- A one-hour rehearsal is included with the full day rate booked upon availability of the Chapel. The date and time for rehearsal will be set up 30 days prior to the event date. (Example: If Saturday is the event date and Friday would be the preferred date however rehearsal would be scheduled for Thursday if Friday books for an event.)
- Damage Deposit for Ceremony Contract Rate will also be applied to Rehearsal.
- Exceeding contracted limit will result in a \$400.00 charge per hour; this rate is not available pro-rated by time.
- Rehearsal is for rehearsal only. Set up will not be allowed during rehearsal time slot.
- PERSONAL ITEMS MAY NOT BE BROUGHT IN ON AND/OR LEFT REHEARSAL NIGHT (THIS INCLUDES PROGRAMS, PICTURES, UNITY CANDLES, ETC.)
- All trash must be removed when rehearsal is complete.
- The use of the sounds system must be submitted to Stone Chapel for microphones and volumes to be set by rehearsal.
- The sound system will be set up for you at this time and is not to be altered.
- Rehearsal is limited to immediate family and wedding party only.

BRIDAL PORTRAITS

Date	Start Time	End Time

BRIDAL PORTRAITS MUST BE SCHEDULED FOR ACCESS TO THE PROPERTY AND/OR THE FACILITY. A 3 (three) hour session is included in full day rates. We require a week notice to schedule bridal portraits.

_____ Initial

Payment Information

Person Responsible for Fees: _____

Address : _____

Check here for the refundable deposits to be returned to this address.

Home: _____ Work _____ Cell _____

E-mail Address: _____

We accept Visa and MasterCard. A 5% charge will be added if you are using a credit card for payment and is non-refundable. We also accept checks.

Name on credit card: _____

Credit card #: _____ - _____ - _____ - _____

Expiration Date: __ __ / __ __ Billing Zip _____

Cardholder's Signature: _____

_____ Initial

Payment Tracking

Venue Deposit		Pd. Date		Approval Code Or Check #	
Payment Date:					
Venue Balance		Due Date		Approval Code Or Check #	
Payment Date:					
Contract Deposit		Due Date		Approval Code Or Check #	
Payment Date:					
Alcohol Security		Due Date		Approval Code Or Check #	
Payment Date:					
Optional Clean-Up		Due Date		Approval Code Or Check #	
Payment Date:					
Stone Chapel Rentals		Due Date		Approval Code Or Check #	
Payment Date:					
Misc. Charges		Due Date		Approval Code Or Check #	
Payment Date:					
For Stone Chapel Use ONLY					
Contract Deposit Refunded	YES	NO	Amount Refunded		Date

Signature Page

Today's Date: _____

Chapel Rate: _____

Deposit: _____ (due upon signing)

Balance: _____ (due 60 days prior to event)

Contract Deposit: _____ (due 60 days prior to event & is refundable)

I agree to the terms and conditions of the contract and understand that the contract deposit will not be refunded upon failure to abide by the contract. Failure to withhold to the contract will result in forfeiting the deposit. I also understand that the terms & conditions are subject to change and that I will be notified in writing of these changes. The rate and deposit are not subject to change. I agree to the contracted times set forth in this contract and understand that I will have to notify Stone Chapel if there is a change. I also understand that Stone Chapel may not be able to accommodate changes to the contracted time schedule.

(Client/Renter)

(Date)

(Stone Chapel Representative)

(Date)

Copy Mailed Date: ___/___/___

_____ Initial

Reminder List Checklist

Submit:

- Payment (due 60 days prior to the event date)
- Contract Deposit (due 60 days prior to the event date)
- Vendor List and Schedule (page 7)
- Preferred Rehearsal date and time
- Any missing information in the contract
- Reception Layout
- Aisle Runner: Yes No
- Plants on Altar: Yes No
- Serving Alcohol: Yes No
- Stone Chapel Walk away cleaning service: Yes No
- Stone Chapel table cloths Yes No Black Ivory

Please submit the following form regarding use of the sound system:

NO LATER THAN 30 DAYS PRIOR. IF WE DO NOT RECEIVE THIS WE WILL NOT HAVE THE SOUND SYSTEM READY FOR USE.)
THE SOUND SYSTEM IS NOT TO BE ALTERED IN ANY WAY.

Headset Mic	Yes		No
Wireless Mic	Yes		No
Wired Mic	Yes		No
Cord for use with headphone jack device	Yes		No
Instrument to plug into the sound system	Yes	Right Left	No
Using the piano	Yes		No
If using the microphones please submit where you would like them placed (i.e. by the piano, handheld for reading only, stage right, etc.)			