



MANCHESTER-BY-THE-SEA PARKS AND RECREATION DEPARTMENT
10 CENTRAL STREET, MANCHESTER-BY-THE-SEA, MA 01944
Telephone (978) 526-2019 Fax (978) 526-2007
Email: recreation@manchester.ma.us On-line: www.manchester.ma.us

CROWELL CHAPEL RENTAL APPLICATION

Contact Person: _____ Date Submitted: _____

Mailing Address: _____

Town, State, Zip: _____

Home Telephone #: _____ Cell Phone #: _____

Email Address: _____

Date Requested: _____

Activity: _____

Estimated # of People: _____ (Limit of 140 people.)

If event is for a wedding; fee includes use of the Chapel for a rehearsal the day prior to the rental. Please list date & time of rehearsal: _____

Time To Enter Building: _____ Event End Time: _____
 Event Starting Time: _____ Time Leaving Building: _____

*Maximum of 4 hours or you will need to pay for an additional 4 hour time block at a rate of an additional \$200.00 per 4 hour block.

Will there be food or beverages at your event? Yes: ___ No: ___

RENTAL FEE SCHEDULE:

Wedding or Similar Function (includes rehearsal) \$500.00
 All other events \$300.00

The Chapel is available to Manchester based non-profit groups during business hours free of charge. Call the Parks and Recreation office to schedule.

**Estimated payment in full is required at time of reservation.*

EXTRA CHARGES	
Security Deposit	\$100.00
If you will be bringing food or beverages into the Chapel then you will also need to put down a \$100 security deposit in addition to your rental fee.	
There are no trash receptacles in the chapel therefore you will need to provide your own and make arrangements to remove it when finished.	

I am applying to use the Crowell Chapel. I have read the Facility Rules and Regulations and agree to abide by them. In absence of signature, payment of fee signifies my understanding and acceptance of all Rules and Regulations.

 Signature of Contact Person **TOTAL AMOUNT DUE: _____**

Checks should be made payable to the "Town of Manchester"

CROWELL CHAPEL RESERVATION INFORMATION

1. Crowell Chapel is available for rental year round.
2. The Director of Parks & Recreation shall assign all reservations on a first-come first-serve basis.
3. Applications should be submitted to the Parks & Recreation Department; located in Town Hall, Room #7.
4. No reservations shall be made for holidays.
5. Chapel can accommodate up to 140 people. Including seated and standing.
6. Event rental fees are based upon a maximum of 4 hours; which includes setup and clean-up. If longer than 4 hours is needed, then an additional rental fee is required in 4 hour increments.
7. All decorations or displays shall be subject to the prior approval of the authorized personnel of the Town of Manchester. There shall NEVER be any open flame in the chapel. The Town is not responsible for the loss or damage to any personal property brought to the premises by the client or their guests.
8. Clients and their guests are prohibited from throwing confetti, rice, or any other foreign objects inside the Chapel.
9. The only location that a single row of additional seats/folding chairs and/or wheel chairs is authorized is along the side walls in the space between the first row of pews and the alter due to fire code regulations.
10. There shall be nothing including tables, trash cans, folding chairs, wheel chairs, motorized scooters, etc. in the vestibule or areas behind the last rows of pews.
11. Client is responsible for cleaning up any decorations or displays at the end of their event and placing all trash in a trash bag and leaving it in the front hallway of the Chapel for DPW to pick-up.
12. Parking around Crowell Chapel is available on the North Side of Rosedale Avenue. A vehicle should have both wheels positioned on the sidewalk, allowing a proper path for attendees, to walk against the cemetery fence. When parking vehicles attendees should park in a straight line. Parking is available on the North side of School Street to the first light pole after Crowell Chapel. It is also permitted in spaces marked as resident only on School Street, Pleasant Street, Pleasant Street Extension, Arbella Street, Lincoln Street & Lincoln Avenue from 1 hour prior to the event to 1 hour after the event. Additional parking may be available in the High School Parking Lot depending on day & time of event. Rental price includes one DPW worker who will open and close the building as well as assist with parking.
13. Rental client undertakes to conduct the event in an orderly manner in full compliance with applicable laws, regulations & rules. Client assumes full responsibility for the conduct of all persons in attendance and for any damage done to any part of the Chapel premises during the rental. Rental client hereby indemnifies and holds harmless the Town of Manchester, Massachusetts, against any and all claims, liabilities or costs arising out of or connected with the event.
14. Before the start of any event, a briefing is required that covers the following:
 - In the event of a need to evacuate the chapel, the exit door is the door you came in. There are no additional exits.
 - In the event of an evacuation, once you are outside please move away from the doors and chapel by heading down the sidewalks in either direction.
 - There is no smoking inside or within 50 feet of the chapel.

PAYMENTS, CHARGES, AND REFUNDS

1. Full payment of the estimated fee is required to reserve the Chapel.
2. If user group is found to be in violation of any of the rules and regulations, you will be billed at least the fee equivalent to the cost of labor and services needed to maintain the property.
3. The Town of Manchester reserves the right to refuse a group when the rights of others may be infringed upon, or when the occurrence of an event may not be considered in the best interest of the Chapel or The Town of Manchester by-the-Sea.

CONTACT INFORMATION

Manchester Parks & Recreation

10 Central Street Manchester, MA 01944

Phone: (978) 526-2019

Fax: (978) 526-2007

recreation@manchester.ma.us www.manchester.ma.us/recreation