

Congratulations!

The purpose of this agreement is to describe the conditions under which the SEM Villa Chapel will be rented.

The cost of the chapel is \$600 (Any check returned for insufficient funds will be charged a fee of \$35.00 as well as any other charges associated with the transaction). The date will be held only after the agreement and the amount in full has been received and recorded by SEM Villa. Once the date is held, it is taken off the calendar and made unavailable to anyone else; if the wedding is cancelled only \$300.00 will be refunded.

The following is available:

- Piano on alter;
- Microphone system;
- Parking, in the rear of the building
- Chapel availability for rehearsals and set-up.
- Please be advised that the Chapel has no Air Condition, but fans are available upon request.

SEM Villa is home to 127 elderly residents, many using walkers or canes. This is their home; so in essence, the event is taking place in their home. Many are curious and enjoy watching the event from the front porch, lobby, etc. Please treat them courteously. *Please be aware that the life squad may come in the front entrance for residents and the fire alarms may go off.* Some restrictions are:

- No rice, confetti or bird seed throwing;
- Service cannot be disruptive to the community;
- For safety of residents and guests, no throwing of anything in the church or hallways, this also includes the front porch;
- Control of young children, i.e., running in the hallways etc.;
- Chapel requires the use of dripless candelabras which can be rented at local party rental stores;
- No smoking, you must smoke 50 feet away from building.
- No parking in front lot as this is designated for elderly residents. Please park in the back lot only. Parking in the grass and SEM Laurels lot is prohibited. Renter will be held responsible for damage to the yard.

Security

At all times please be aware of your belongings. We ask that you keep your possessions with you or locked up for safe keeping. There are no locks on the doors in the chapel, so please take this into consideration.

Clean up

At the conclusion of the ceremony, we ask the following be completed before exiting the building as services are the following morning.

- Remove all flowers, decorations, etc. from the chapel and alter.
- Replace chapel furnishings to original positions.
- All items of trash are to be removed and placed in the trash room at the end of 1st floor hallway.

SEM Villa hopes everything goes smoothly on your big day. If you have any questions or concerns please let us know. We will try to accommodate.

Helpful information:

Organs and piano are not to be moved, this will damage the floor.

Pews – There are 17 pews on either side of the isle for placement of bows.

Seating – the chapel seats 275 people.

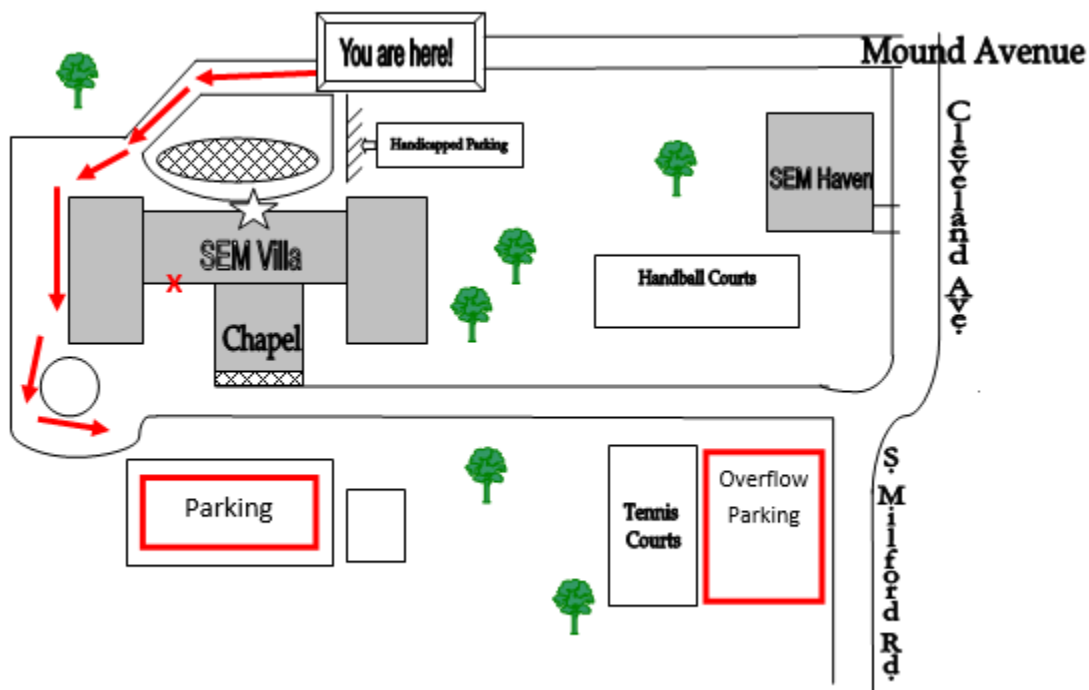
Lighting – The switches are located in the sacristy and can be adjusted to personal lighting preferences.

Restrooms – There are two public restrooms on the first floor.

Security – SEM Villa does not provide any security for the wedding party or guests. SEM Villa is not responsible for any valuables that are left unattended. It is strongly recommended that purses be locked in cars.

Directions:

From I-275 at **Exit # 57** Turn West on Main (Route 28)
 Continue On Main Street into Downtown Milford.
 Turn **Left** on Garfield (2nd traffic light)
 One Block to High Street and turn **right**.
 Continue one block to Mill St., turn **Left**.
 Turn **right** on Mound Ave.
 (1/2 block Mound Ave. will bring you to SEM Villa's Entrance)★





CHAPEL RENTAL AGREEMENT

Names of Couple: _____

Phone Numbers: _____

Email Address: _____

Date & Time of Wedding: _____

Approximate Number of Guests: _____

Date & Time of Rehearsal: _____

Approximate Number of Guests: _____

Responsible Party: _____

Phone Number: _____

Address: _____

A staff member will be available on the date of the ceremony to assist with lighting, resolve problems, or be of assistance. Staff can be reached at (513) 831-3262.

By signing below, you agree to hold SEM Villa harmless in the event of any injury or loss sustained as a result of rental of the SEM Villa chapel. This release includes, but is not limited to, injuries or loss that occurs as a result of the negligent actions or omissions of other participants.

This is a complete and total release of SEM Villa, its agents or employees for any and all liability and shall be liberally and construed in favor of SEM Villa.

Signature & Date

SEM Villa Representative Signature

FOR OFFICE USE ONLY

Date of Payment: _____ Payment Type: _____

Amount Received: _____ Item Number: _____