

## CHAPEL AT FOUR WINDS 5031 Prince Street

**We are happy that you have expressed an interest in our Chapel, as we are very proud of it. Should you choose this location for any appropriate use, we have a few guidelines, which we hope will be helpful to you.**

1. The Chapel seats about 50 people and is available by reservation only. If a reception were included in your plans, it would by necessity be simple and small. If you do choose to have a small reception, please refrain from having food and drinks that would cause bad stains, such as red punch.
2. The Chapel contains an electric organ (**which must not be moved**) and a bell in the bell tower. If damaged you will be responsible for damages.
3. We recommend the use of birdseed for weddings instead of rice.
4. To prevent candle drips, we ask that you use plastic underneath the candleholders. If wax does drip on the carpet and it is not cleaned up properly your deposit will not be refunded. Mechanical candles, which do not drip are available at local bridal shops.
5. Please remove all trash from all trash cans.
6. If you change your plans after reserving the Chapel, please notify us immediately. **If you cancel your plans your deposit will not be refunded.**
7. We would also like to take this opportunity to inform you that our Chapel is **SMOKE FREE**. If your guest must smoke please make sure you do not leave any cigarette butts on the grounds of the Chapel.
8. **DO NOT** use any glitter, material, etc. that will shed. This is very hard to clean up especially hard to vacuum up off the fabric on the pews.
9. Please leave the thermostat set on the following: During the summer leave thermostat set on 78\* and during the winter leave the thermostat set on 64\*.  
**DO NOT turn the thermostat off during the winter.**
10. We charge **\$300.00** plus a **\$150.00** deposit. After inspection of the Chapel **\$100.00** will be refunded if there are no damages. If you choose to have a rehearsal there is an additional fee of **\$100.00**. Upon receipt of your signed contract and \$150.00 deposit the date for your wedding or other gathering will be reserved. The remaining balance is due when you pick up the keys or you may pay it in advance. You may pick up the key 2 days prior to the reserved date and the key must be returned 2 days after your wedding or gathering.  
**Failure to return the key within this time period will result in the loss of your deposit.** There will be a 7-day waiting period before your deposit will be returned.
11. Our office is located at 1307 Main St. Office hours are Monday – Friday, 9:00 a.m. to 5:00 p.m. . If your event is not during this time and you have an emergency then please call our after hours number (maintenance for Trinity Development Company) 501-499-1592. Please only call in an emergency situation such as the heat and air are not working.
12. These guidelines **MUST** be followed. If these guidelines are not followed then your deposit will **NOT** be refunded.

**Again, we thank you for your inquiry about the use of our Chapel and we wish for you, not only a beautiful wedding or gathering for any spiritual reason, but a life well lived for the glory of the Lord.**

