

Joseph Priestley Memorial
Chapel Rental and Use



**PRIESTLEY CHAPEL ASSOCIATES
P.O. BOX 333
Northumberland , PA 17857**

The information below is to inform all users of Joseph Priestley Memorial Chapel that this is an historic building and damage or loss may be irreplaceable. The care of the property must be exercised by responsible persons before, during and after a scheduled event. Persons requesting the rental of the premises are responsible for all damage and loss incurred and for the safety of their guests during and after their scheduled event.

Please read the following rules of conduct and sign below that you have been informed and understand your responsibility. Your signature is required for rental of the Chapel.

REQUEST FOR USE

Reservations must be made in writing on this request form. The party requesting the use of Joseph Priestley Memorial Chapel is responsible for the actions of their guests.

CONDUCT AT THE JOSEPH PRIESTLEY CHAPEL SITE

- **Occupancy of the chapel is 100 persons.**
- **No furniture may be taken outside the Chapel, nor shall any furniture be brought into the Chapel without permission.**
- **Smoking is strictly prohibited at any time inside the buildings or on the Chapel grounds.**
- **No food or beverages are allowed at any time inside the Chapel.** Anyone carrying bottled water, soda or food will be asked to immediately remove it from the chapel.
- **Unity candles are not permitted.** The use of smokeless/drip less candles is permitted only if covered with a hurricane shade – this includes floral arrangements as well.
- **The throwing of rice or confetti inside the chapel or on the chapel grounds is prohibited.**
- **Your Celebrant is responsible for the ceremony.**
- **Please remove all decorations and leave the Chapel as you found it.**
- **Cancellation penalties will be imposed.**

I understand the provisions and regulations above and agree to abide by them.

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Signature of party requesting use of the Priestley Chapel and grounds.

Date

Please sign and return with the Request for Use form along with your rental fee.

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**PLEASE FILL OUT THE FOLLOWING INFORMATION AND RETURN IT WITH
YOUR RENTAL FEE OF \$600.00.**

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P.O. BOX 333
NORTHUMBERLAND , PA17857**

REQUEST FOR USE

Name

Address Street City State Zip Code

Phone Number Daytime Evening Cell

Email address(for confirmation) _____

Full Name of the partner (for weddings)

Date Requested for the Ceremony	Time Requested for the Ceremony	Date Requested for the Rehearsal	Time Requested for the Rehearsal
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**Your reservation will be recorded and a confirmation will be sent. Please provide us with your email address if you have one.*

**Announcing your event on the Chapel sign*

We offer the option of announcing your event on the sign outside the chapel. Usually we list the type of event, and the date and time. If the event is a wedding we list the names of the couple.

Please check this box if you wish an announcement on the chapel sign.

(Wedding couples, please list the order in which you wish your names listed.)

and

Priestley Chapel Associates, PO Box 333, Northumberland, PA 17857