

Church Rental Information

Date & Time of Wedding: _____

Contact Person & Phone Number: _____

Wedding Party Names: _____

There is a non-refundable fee for reserving the church for an event. This deposit will be forfeited if renter cancels the event.

Church Rental Fee

- \$100.00 for Resident Parishioners
- \$250.00 for Residents on Hatteras Island
- \$700.00 for Non-registered, non-local parties

After the confirmation that the date is open, the church will hold this date on the master calendar *only* if we receive half of the fee for the rental, with the sign agreement to use our church. Rental Fees to use our church is listed above. *The final payment is to be made 3 months before the wedding.* The checks are made payable to Our Lady of the Seas. This fee covers set-up, cleaning, utilities, etc. There is no charge for anything else; unless you make arrangements for music, flowers, etc. in which case, you take care of that.

Please have your parish priest send the completed paper work to our Diocese (Raleigh) who will then send the papers to Our Lady of the Seas. Remember, you need to get a North Carolina County marriage license before the wedding.

Restrictions on flowers? Well, not on the flowers or their placement, but no scotch tape, nails, etc. No restrictions on a flower girl either.

The execution of this Letter of Intent for the OLS Church means I have read and understand, and agree to all terms and conditions listed herein.

Signature

Printed Name

Date

OLS Signature

Anita Bills

Printed Name

Date

½ Paid on date _____ Check # _____ Amount _____
Balance paid on _____ Check # _____ Amount _____