

Sacramento Mountains Historical Society, Inc.
P.O. Box 435 • Cludcroft, NM 88317 • 575-682-2932
smhsmuseumoffice@yahoo.com • www.cloudcroftmuseum.com

Chapel at Cludcroft

Available For Weddings and Special Events

The Sacramento Mountains Historical Society's Chapel at the Museum in Cludcroft is available for small wedding ceremonies or similar events. Built in 1899 by the El Paso and Northeastern Railroad as an office building, the charming log building was purchased in 1967 by the Episcopal Church for use as a chapel. The denomination donated this lovely chapel to the Museum in 2004. We feel that this will prove to be one of New Mexico's most popular venues, set in the Museum's pleasant rustic Pioneer Village nestled in the cool pines and aspens of the quaint community of Cludcroft.



Please take time to review our enclosed policies and procedures and feel welcome to visit our delightful Chapel in the cool Sacramento Mountains. For more information or to make a reservation, please call us at 575-682-2932 during business hours: from 10:00AM-4:00PM Monday, Tuesday, Friday and Saturday. Should you call while we are out of the office, please leave a message and we will return your call. Thank you!

CHAPEL EVENT AGREEMENT

I. FOR YOUR EVENT, THE MUSEUM WILL PROVIDE:

- The Chapel facility. Bookings include 3 hours use of the facility. Additional time must be **prearranged** with Museum staff at a rate of \$50 per hour.
- A celebrant to perform the ceremony **upon request**. Due to provisions made by the Chapel donors, your celebrant must be a spiritual leader of an organized religion rather than a civil servant
- Altar candles in elegant brass candelabras.
- Wedding music **upon request** (taped or name of local organist can be supplied).
- Information to help you obtain your license and have your marriage officially recorded.

II. RESERVATIONS:

- Reservations are taken on a first come basis. A security deposit is required at the time of booking.
- Please note that there will be an extra charge of \$50 for events held during times other than our normal business hours of 10:00AM to 4:00PM Monday, Tuesday, Friday, Saturday and seasonally on Sunday.
- Cancellations with full refund outside 90 days of event, 50% until 30 days outside of event.

III. SECURITY DEPOSIT

- A \$150 security deposit is required **at the time of booking** to reserve your event date and time. Your security deposit will be returned to the booking party within 30 days after the event, less any deductions made for damages, violation of our alcohol policy or other violation of the event contract. We will hold your security deposit until final financial obligations are met. If damages exceed the amount of the security deposit, the Museum will obtain an estimate and the booking party will be responsible for the repair.

IV. PRE-EVENT SETUP

- Decorating may be scheduled the day before the event.
- No permanent damage will be allowed inside or outside of the Chapel. This includes nail or pin holes, tape, etc. Decorations may be attached with ribbons or twist ties, so long as no finish is marred. The Chapel is a Museum artifact and must be treated as a delicate object chosen for preservation.
- Please do not move any furnishings without authorization from Museum staff.

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V. REHEARSALS

- Rehearsals may be scheduled the week preceding the event during regular business hours.

VI. EVENT

- A designated public restroom may be used for dressing, but personal items must be removed during event to make restroom available for public use.
- Parking is limited in the Museum parking lot. If the expected amount of guests exceeds parking lot accommodations, please speak to Museum Director for possible options.
- Please respect the sanctity of the Chapel- no excessive noise/music, physical activity, etc.
- Music- There is an organ located in the Chapel that may be rented. You must supply your own organist. We can suggest local names for you to contact. Limited electricity is available. The Museum will provide taped music if requested.
- Candles are provided for the brass candlesticks. The Museum does **not** provide unity candles. All other candles (with the exception of a unity candle) are prohibited. Unity candles must be set on the altar, which must be protected by a cloth covering.
- No liquids are allowed in the Chapel (drinks, bubbles, etc.) Communion arrangements must be made and approved by Museum staff.
- **Smoking and drinking alcoholic beverages is prohibited on Museum grounds.**
- Birdseed throws are only allowed outside the Chapel. No rice, flower petals, releasing of balloons, etc. is allowed.
- Chapel capacity is **45**. Please do not exceed this!
- The Chapel will only be heated the day of the event.

VII. CLEANUP

- All decorations and loose debris must be removed within 2 hours after the event.
- If excessive cleanup is required by Museum personnel, it will be charged to the booking party and deducted from the security deposit.

VIII. PRICING

- Fees are payable by MONEY ORDER, CASHIER'S CHECK, PERSONAL CHECK OR CASH and are due before the event as previously described. Please make the amount payable to Village of Cloudcroft and reference "Chapel".

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PRICING OUTLINE FOR CHAPEL USE:

- Basic Price \$150.00 (Otero County Residents)
 \$175.00 (Non-residents)
- Celebrants' Fee \$100.00
- After Hours Fee \$50.00 (Additional To Basic Price)
- Organ Rental \$25.00
- SMHS Member \$25.00 (**Discount**)
- Security Deposit \$150.00 (Returned Within 30 Days After
 Event)

Total \$ _____

Event Date: _____ Rehearsal Date/Time: _____

of Guests: _____ Time of Ceremony: _____

Name of Bride: _____

Address: _____

Name of Groom: _____

Address: _____

Booking Party (If Different Than Above): _____

Address: _____

Special Instructions: _____

How did you hear about our facility? _____

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CHAPEL EVENT AGREEMENT

LESSEES, by their signature, agree to hold Sacramento Mountains Historical Society and the Village of Cludcroft harmless from any loss or damage that may arise during the rental term or as a result of LESSEE'S special event. LESSEES also agree to pay for all damages incurred during the course of the event. LESSEES understand that their party may be sharing the Museum's facilities with other visitors (if the event is held during normal business hours) and that alcoholic beverages and smoking are prohibited.

Bride's Signature: _____ Date: _____

Groom's Signature: _____ Date: _____

Booking Agent: _____ Date: _____