



2228 W. Bowen Blvd.  
Fayetteville, AR 72703

The chapel is located East on HWY 45 approx. 5 miles from the intersection of HWY 45 and HWY 265 (Mission and Crossover). You will pass the Goshen City Limits sign and continue in the straight stretch. You will see the entrance (wall) for WaterFord Estates on your right-hand side and the Chapel is your immediate left. It is located down a private drive, and you will turn left off the drive to get to the chapel.

Contact us at 479-871-0789 or  
e-mail  
[mattlanefarm@gmail.com](mailto:mattlanefarm@gmail.com)

# RATES

Saturday rate:

\$7,600.00 8:00am to 1:00am

Friday and Sunday Rate:

\$6,400.00 10:00am to 12:00am midnight

All full day rates include the use of the Chapel, outdoor ceremony site, reception hall and outdoor patios/gardens. Any venue rental includes Engagement or Bridal portraits.

Rates include one walk through and one planning meeting (8 weeks prior to your contracted date). If more are needed, they will incur a charge.

Rates are subject to change without notice prior to receiving a signed contract. Once a signed contract and deposit are received the rate is locked in.

Full deposit must be paid to reserve a date. (The deposit amount is half of the total booking rate.)

**When returning this contract please initial the bottom of all pages and sign where designated. Please send ALL pages back and we will return a copy of the full contract to the provided address. ALL missing information must be e-mailed to [mattlanefarm@gmail.com](mailto:mattlanefarm@gmail.com) no later than 30 days prior to the event date.**

**Mailing Address:  
Buell Properties  
Post Office Box 227  
Goshen, AR 72735**

# EVENT TERMS AND CONDITIONS

The renter agrees to regulations listed below as set forth in this contract and must be signed by both parties and is returned with the holding deposit:

## GENERAL INFORMATION

- Renters are responsible for any damage and/or theft of furniture, equipment, or other items.
- Renters are responsible for any/all damages caused by vendors; this includes any violations of the contract caused by vendors.
- All events are to end by 11:00p.m. (music, bar, etc.) Send-off must also occur before 11:00 p.m.
- Stone Chapel is exclusively non-smoking inside the facility. Smoking is allowed outside in designated areas (patio, outside of banquet room, courtyards).
- An additional charge will apply if there is excessive use of the electricity and/or gas if doors are left open with the air conditioner or heater in use.
- We reserve the right to escort any persons of bad conduct off the premises.
- Stone Chapel is hereby released from any liability for any physical injuries or property damaged while sustained by or to the renters and/or their guests. The Renters agree indemnity and hold harmless the Stone Chapel for any physical injury or property damage.
- The chapel, reception hall and outdoor ceremony site seat 250 guests. Renter is responsible for providing directions as well as time schedules for vendors and guests. Stone Chapel Representatives are not to be listed as a Contact Person on your vendor agreements.
- The terms & conditions are subject to change and the Lessee will be notified in writing of these changes. The rate and deposit are not subject to change after the contract is signed.
- Stone Chapel at MattLane Farm is not responsible and therefore cannot be held accountable for changes made due to Mother Nature, Natural Disasters and/or pandemic.
- Items being used during the Bride and Groom send-off must be approved by a Stone Chapel Representative. Sparklers or any item that requires the use of fire are not permitted. Confetti of any kind is not permitted. Anything used must be cleaned and/or removed.
- Stone Chapel is NOT responsible for any items left on the property.
- The sounds system is for the indoor chapel only and is included in all rates. This includes a cord to use with any device containing a headphone jack, 1 wireless mic, 1 wired mic and 1 headset mic. If more components are needed, they must be supplied by Stone Chapel and additional fees apply. Items being used must be submitted to Stone Chapel **NO LATER THAN 30 DAYS PRIOR** to the event date for use.
- The sound system will be set at general volumes for your use. No components of the sound system are to be changed, altered or unplugged. A sound tech can be provided to you for an additional fee.
- All party buses, shuttle and/or food trucks must be approved by Stone Chapel at least 30 days prior to the event date. **NO LARGE SHUTTLES ARE ALLOWED ON PROPERTY.** The large shuttles cannot turn in the drive and drop guests in the first driveway so any large shuttle will be asked to leave the property. Party buses and small shuttles are not permitted in the circle drive. They can drop at the courtyard entrance.
- Golf carts are available for use on the property to assist any guests.

## EVENT TERMS AND CONDITIONS (*continued*)

- In the event Emergency Assistance is needed by Emergency responders, a Stone Chapel staff member must be notified immediately. Our staff will be the point of contact for Emergency responders, the emergency situation and logistics of the emergency. The Renter, guests and vendors are to follow the direction of Stone Chapel staff.
- Pets are allowed but only for the ceremony and pictures. They must be on a leash and/or caged/kenned while on property. Arrival and departure times of the pet/s must be included with the 30 day out information.

### DECORATIONS & SET-UP

- NO DECORATIONS OR TAPE MAY BE APPLIED TO THE WALLS, CEILINGS, OR GLASS WINDOWS AND/OR FLOORS.
- Event set up time as well as break down and clean up are included in the contracted time.
- Only mechanical candles are allowed for use in the chapel. Unity candles will be permitted with base or stand. Candlelight vigils will not be permitted in the chapel. No portion of a reception will be allowed in the Sanctuary or the bride and groom quarters.
- All pew markers and any decorations are to **ONLY** be attached to the pews using the provided eye hooks.
- **NO PERSONAL ITEMS ARE TO BE LEFT BEFORE OR AFTER THE CONTRACTED TIME.**
- No part of the sound system (microphones included) may be used outside.
- A Stone Chapel Representative will complete a walk-through during set-up. We reserve the right to remove any non-approved items at any time.
- Any items requiring approval for use must be submitted in writing.
- Chapel Grounds are **NOT TO BE** altered without permission; this includes moving any items in the chapel or on the grounds, this **INCLUDES ALL PEWS AND ALL FURNITURE.**
- No blocking entrances and/or exits.
- Balloons are allowed to be attached or tied to the Chapel sign **ONLY**. Signage, balloons, stakes, etc. are not allowed due to State Highway regulations. Balloons must be removed by the end of the contracted time.
- Stone Chapel staff will set up tables and chairs, but we are not responsible for the setup of any personal items, inventory items, and/or rental items. Renters are **NOT** required to break down tables and chairs.
- A final layout for tables and chairs must be provided to Stone Chapel via e-mail 14 days prior to the event date. Any changes after the final layout will incur a reset fee.
- The layout may not be changed the day of. Moving items by anyone will not be permitted and will incur a reset fee of \$150.
- All layouts must be approved by Stone Chapel.
- Stone Chapel reserves the right to amend any layout due to spacing needed for fire code.
- If necessary due to the weather a “rain plan/layout” must also be submitted 14 days prior to the event date. The decision must be made 3 days prior to the event date as to which layout will be used.
- A custom layout and consultation can be provided for \$75.00.
- Large floral installations must be approved no later than 30 days out.

# EVENT TERMS AND CONDITIONS (*continued*)

## FOOD & BEVERAGE

- Renters are responsible for any/all damage caused by vendors and/or trash removal.
- Caterers are responsible for the safe operation of any equipment and are responsible for cleaning the work area after the event. Food Service provider or Lessee is responsible for food trash removal.
- Stone Chapel requires the use of an approved professional insured Bar Service/Caterer for alcohol to be served. (see approved list, as these are the only bar services allowed)
- Proof of Professional Liability Insurance is required from all caterers.
- Caterer/Bar Service or Lessee is responsible for bussing all alcohol from tables and areas and is responsible for all beverage trash removal.
- No food or beverages will be allowed in the Chapel Sanctuary.
- Cooking on site must be approved by Stone Chapel.
- Food trucks, trailers, etc. **MUST** be approved by Stone Chapel at least 30 days prior to the event date.
- Vendors are **ONLY** to use back driveway and back doors for loading and unloading.
- Lessee is responsible for informing vendors of all rules and regulations, bussing, trash removal, etc.

## PAYMENT

- Half of the rental rate is due at the time of booking. The remainder of the balance is due 60 days prior to the event date.
- The Contract Deposit is due 60 days prior to the event date.
- Additional options charges are due 60 days prior to the event.
- Failure to pay any or all balances due will forfeit the event date and Lessee will be billed for remaining balance/s as per the contract.
- Failure to pay by the due date will result in a \$250.00 charge.

## CLEANING & DEPOSIT

- All equipment and personal items **MUST** be removed from the premises by the contracted time to avoid charges.
- Clean-up must be completed by the end of the contracted time.
- In the event the contracted time is exceeded a fee of \$500.00 per hour applies (this time frame cannot be pro-rated).
- Event cleaning time is included in the contracted time.
- Lessee is responsible for trash removal and/or advising vendors to remove trash.
- Event cleaning service is available for an additional fee of \$250.00.
- Large floral arrangements and/or large installations cannot be put in our dumpsters and must be disposed of offsite.
- In the event of excessive clean up the charge will be deducted from the contract deposit. Excessive will be determined by a Stone Chapel Representative and is defined as anything requiring more than basic cleaning. The excessive cleaning fee is a minimum of \$400.00.

# **EVENT TERMS AND CONDITIONS (*continued*)**

## **CANCELLATIONS & RESCHEDULING**

- Any changes to the contract by Renter will be considered a cancellation and the latest version of the Stone Chapel contract that will also reflect the change/s will need to be reviewed and signed.
- A 50% refund of the deposit will be returned if the event is cancelled 12 months prior to the held date. If the event is cancelled after the 12-month period, there will be no refund of the deposit.
- Cancellations within 6 months of the Event date will require the full balance to be paid.
- All cancellations by the renter must be in writing and confirmed by the Stone Chapel Representative.
- In the event the contracted date must be rescheduled a new agreed upon date can be booked within 12 months of the original contract date.
- A contracted date may be rescheduled one time without additional fees.

## **CONTRACT DEPOSIT**

- For a refund of the Contract deposit (\$1000.00) the facility must be returned to its original state when the Renters entered the facility.
- In the event there is excessive clean up or damage there will be a \$400.00 (min.) charge.
- In the event that the contract is violated in any way we reserve the right to keep the contract deposit.
- The contract deposit is due 60 days prior to the event date.
- The contract deposit will be returned no later than 30 days after the event date.
- In the event damage exceeds the contract deposit the Renter and/or Event Insurance will be responsible for fees.
- Any and all unpaid fees will be deducted from the contract deposit.
- Renter is responsible for updating information if there is an address change for deposit return. In the event that a check must be cancelled and reissued, the Renter will be charged \$100 fee.

## **RENTALS & RECEPTION HALL**

- Safety lighting will be provided by Stone Chapel at Matt-Lane Farm. Decorative lighting must be rented and set up by an approved Vendor.
- All hanging decorations must be approved by a Stone Chapel representative and set up by an approved Vendor. No hangers, tape, nails, or any other hanging devices are allowed to be used.
- No changes may be made to the Reception Hall and/or property.
- Lighting, ceiling treatments, etc. are to be contracted and rented from an approved Vendor.
- Rentals are to be directly contracted through Eventures, 479-444-PLAN (7526) this includes all items being used in the Chapel, Outdoor Ceremony Site, Patio, Reception Hall and/or Property.
- Tables are included in the Reception Hall (guests seating, food, cocktail tables, cake, sweetheart).
- Black or ivory linens are provided by the venue.
- Chairs included: 250 clear Chiavari chairs for use in the Reception Hall only.
- DJs and live music are responsible for extension cords and any equipment needed for their use. Staff will direct DJs and live music on the closest ample power supply.
- Candles used in the reception hall must be enclosed with a candle base and sleeve.

## **EVENT TERMS AND CONDITIONS (*continued*)**

### **STONE CHAPEL INVENTORY & RENTALS**

- Payment for rentals or inventory fee must be paid 14 days prior to the contracted event date.
- Use of over 20 inventory items will incur a \$75 restocking fee.
- A separate agreement will be provided for all Stone Chapel Rentals and/or Inventory.
- Rentals and inventory items being used must be emailed 14 days prior to the contracted event date.
- Renter will be charged replacement cost to any damages to inventory, rentals and/or table linens.
- Items will be available for Renter placement at the start of the contracted time.
- Items must be left in the reception hall work kitchen.
- All items need to be rinsed and/or cleaned.

### **OUTDOOR CEREMONY**

- 250 bamboo chairs are provided for Outdoor Ceremony Site use ONLY for a fee of \$150.
- In the event of inclement weather (rain, excessive temperatures, etc.) Stone Chapel will make the final decision on the use of the Outdoor Ceremony site by 8:00am on the contracted date. This decision will be based on weather and the well-being of the wedding party/guests and Stone Chapel property and staff.
- The final decision for an outdoor ceremony must be made 24 hours prior to the event time.
- Ceremony location will change to the Chapel when the use of the Outdoor Ceremony site is unavailable deemed by a Stone Chapel Representative.

### **EVENT INSURANCE REQUIREMENTS**

- Event Insurance is required for use of the property/venue.
- The \$1000 contract deposit is also required if there is a need for immediate replacement or repair on the property.
- The Event Insurance Policy will reimburse you not directly pay Stone Chapel.
- Event Insurance at the requested limits is intended to cover fees incurred over the \$1000.00 contract deposit.
- Event Insurance policies are available for purchase through various online carriers or through your insurance agent. Online options for your choosing can be provided to you by Stone Chapel.
- The policy must extend to provide coverage for all vendors hired by the contracting party including but not limited to band/DJ, Caterer, alcohol servers, lighting/rental companies and florists that perform setup on site.
- A copy of the entire policy must be sent to the venue for review 30 days prior to the contracted date. If the policy does not cover all vendors another policy will be required.
- All policies must name Brian Buell dba Stone Chapel at MattLane Farm 2228 W. Bowen Blvd. Fayetteville, AR 72703 as an additional insured to be effective.
- Limits must be set to the minimum of \$1,000,000.00 per occurrence and \$2,000,000.00 per aggregate.

# EVENT TERMS AND CONDITIONS (*continued*)

## INFORMATION & PAPERWORK

- All contract information and paperwork are due according to the date listed in the contract. (pages 11 & 15, layout, rentals, inventory items, insurance, etc.)  
All information must be submitted to mattlanefarm@gmail.com.
- There will be a fee charged for any late paperwork/information of \$100.
- Inventory, Rentals, and layout options may not be available after the 30-day period.
- All information must be accurate for the appropriate staff and items to be available.

## PLANNING MEETINGS

- One planning meeting and one walk-through are included with the contracted rate.
- Extra meetings are available for an additional fee.
- Walk through/layout meetings are scheduled within 6 weeks of the contracted event date for accuracy of information and guest count.
- Meetings must be scheduled via email.

## BAR SERVICES/ALCOHOL

- For alcohol to be served, one of the approved bartenders must be used.
- Bars cannot be left unattended, or Stone Chapel staff will close the bar while unattended.
- Stone Chapel is a “No Shot” facility.
- Proof of Professional Liability Insurance is required from all bar services.
- Self Service bars are **NOT** allowed.
- Bar Service or Lessee is responsible for busing all alcohol from tables and areas and is responsible for all beverage trash removal.
- A list of alcohol must be provided in the 30 day information (i.e. wine, beer, vodka, etc.).
- Stone Chapel security is required if alcohol is being served. The Lessee is responsible for the \$300.00 fee.
- Approved Bar Services:
  - Koons Saloon
  - Mint 2 Mix
  - Griffith Goods & Spirits Bar Service
  - On the House staff only
  - Catering bar service with appropriate insurance to be provided by the Renter or Vendor.



## PAYMENT INFORMATION

Person Responsible for Fees: \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

☐ Check here for the refundable deposits to be returned to this address, by selecting this name and address you agree the information is correct for the deposit to be returned.

Home: \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

E-mail Address: \_\_\_\_\_

We accept Visa and MasterCard. **Please be aware that a 5% charge will be added if you are using a credit card for payment and is non-refundable.** We also accept checks.

Name on credit card: \_\_\_\_\_

Credit Card #: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Billing Zip: \_\_\_\_\_ Security Code: \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_

\_\_\_\_\_ Initial

# Bride and Groom Information

Bride's name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

☐ Check here for the refundable deposits to be returned to this address, by selecting this name and address you agree the information is correct for the deposit to be returned.

Home: \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Groom's Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

☐ Check here for the refundable deposits to be returned to this address by selecting this name and address you agree the information is correct for the deposit to be returned.

Home: \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Address you will live at after the event date:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

☐ Check here for the refundable deposits to be returned to this address by selecting this name and address you agree the information is correct for the deposit to be returned.

\_\_\_\_\_ Initial

# EVENT INFORMATION AND VENDOR LIST

Ceremony Date: \_\_\_\_\_ Day of Week: \_\_\_\_\_ Ceremony Time: \_\_\_\_\_

Contracted Start time: \_\_\_\_\_ Contracted End time: \_\_\_\_\_ Bride & Groom Departure Time: \_\_\_\_\_

Ceremony: INDOOR OUTDOOR Guest Count: \_\_\_\_\_ # of bridesmaids: \_\_\_\_\_ # of groomsmen: \_\_\_\_\_

Send Off: ☐ bubbles ☐ glo sticks ☐ ribbon wands ☐ Other – must be approved

**ALL MISSING INFORMATION MUST BE EMAILED NO LATER THAN 30 DAYS PRIOR TO THE EVENT DATE.**

Vendor	Company Name	Contact Name, Phone No. & Email	Arrival Time	Exit Time
Wedding Coordinator Or Day Of contact				
Caterer				
Photographer				
Florist				
Ceremony Music				
Rentals	Eventures	Sales.eventures@gmail.com 479-444-PLAN		
Transportation				
DJ/Band				
Cake				
Bar Service (must be approved)				
Videographer				
Photobooth				
<b>List any other vendors that will be on site:</b>				
Trailer being brought on property				
Alcohol being served:				

**VENDORS CAN DELIVER AND SET-UP ONLY DURING THE CONTRACTED TIME. WEDDING PARTY AND ALL VENDORS MUST LOAD AND UNLOAD USING THE SERVICE ENTRANCE AND BACK DOORS. ITEMS MAY NOT BE LOADED AND/OR UNLOADED THROUGH THE FRONT DOORS.**

\_\_\_\_\_ Initial

# REHEARSAL CONTRACT

☐ Check here if you want do NOT want a Rehearsal

Preferred Rehearsal Date: \_\_\_\_\_

Preferred Rehearsal Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

\*Preferred date and time is not guaranteed or booked until 30 days prior to your event date.

No. of Hours: 1

- **No one will be permitted on property until 10 minutes prior to scheduled start time.**
- **Rehearsal is limited to immediate family (being seated) and wedding party only.**
- Excessive clean up after rehearsal will result in a cleanup fee and will be deducted from the contract deposit.
- The circle drive will not be available for rehearsal. Parking is available via the service entrance by the reception hall.
- A one-hour rehearsal is included with the full day rate booked upon availability of the Chapel. The date and time for rehearsal will be set up 30 days prior to the event date. (Example: If Saturday is the event date and Friday would be the preferred date however rehearsal would be scheduled for Thursday if Friday books for an event.)
- Damage Deposit for Ceremony Contract Rate will also be applied to Rehearsal.
- Exceeding contracted limit will result in a \$400.00 charge per hour; this rate is not available pro-rated by time.
- Rehearsal is for rehearsal only. Set up will not be allowed during rehearsal time slot.
- **PERSONAL ITEMS MAY NOT BE BROUGHT IN ON AND/OR LEFT REHEARSAL NIGHT (THIS INCLUDES PROGRAMS, PICTURES, UNITY CANDLES, ETC.)**
- All trash must be removed when rehearsal is complete.
- Microphones will not be available for use during rehearsal. Volume check will be one hour prior to ceremony.

## ENGAGEMENT OR BRIDAL PORTRAITS

- Portraits must be scheduled for access to use of any of the property.
- A 2 (two) hour session is included in full day rates.
- A two week notice is required to schedule and are scheduled based upon availability.

Date	Start Time	End Time

\_\_\_\_\_ Initial

# Payment Tracking

Venue Deposit		<b>Pd. Date</b>		Approval Code Or Check #	
Venue Balance		<b>Due Date</b>		Approval Code Or Check #	
<b>Payment Date:</b>					
Contract Deposit		<b>Due Date</b>		Approval Code Or Check #	
<b>Payment Date:</b>					
Alcohol Security		<b>Due Date</b>		Approval Code Or Check #	
<b>Payment Date:</b>					
Cleaning (optional)		<b>Due Date</b>		Approval Code Or Check #	
<b>Payment Date:</b>					
Stone Chapel Rentals		<b>Due Date</b>		Approval Code Or Check #	
<b>Payment Date:</b>					
Misc. Charges		<b>Due Date</b>		Approval Code Or Check #	
<b>Payment Date:</b>					
<b>For Stone Chapel Use ONLY</b>					
Contract Deposit Refunded	<b>YES</b>	<b>NO</b>	Amount Refunded		<b>Date</b>
<p>Mail ALL payments to:          Buell Properties          Post Office Box 227          Goshen, AR 72735</p>					

# Signature Page

Today's Date: \_\_\_\_\_

Chapel Rate: \_\_\_\_\_

Deposit: \_\_\_\_\_ (due upon signing)

Balance: \_\_\_\_\_ (due 60 days prior to event)

Contract Deposit: \_\_\_\_\_ (due 60 days prior to event & is refundable)

I agree to the terms and conditions of the contract and understand that the contract deposit will not be refunded upon failure to abide by the contract. Failure to withhold to the contract will result in forfeiting the deposit. I also understand that the terms & conditions are subject to change and that I will be notified in writing of these changes. The rate and deposit are not subject to change. I agree to the contracted times set forth in this contract and understand that I will have to notify Stone Chapel if there is a change. I also understand that Stone Chapel may not be able to accommodate changes to the contracted time schedule. I agree to the terms of the Event Insurance Requirements. I have not altered or amended this contract in any way from its original state.

\_\_\_\_\_  
(Client/Renter)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Stone Chapel Representative)

\_\_\_\_\_  
(Date)

☐ Copy Mailed Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_ Initial

## Reminder List Checklist

Stone Chapel bubble machines    Yes   ☐   No   ☐

Aisle Runner:                      Yes   ☐      No   ☐

Serving Alcohol:                  Yes   ☐      No   ☐

List of alcohol  
being served:

Stone Chapel cleaning service:    Yes   ☐   No   ☐

Stone Chapel table cloths    Yes   ☐   No   ☐      Black   ☐   Ivory   ☐

Golf Cart – Special Assistance    Yes   ☐   No   ☐

Post Ceremony Golf Cart for Bride & Groom    Yes   ☐   No   ☐

Please submit the following form regarding use of the sound system:

**\*NO LATER THAN 30 DAYS PRIOR.\***

**IF WE DO NOT RECEIVE THIS, THE SOUND SYSTEM WILL NOT BE  
READY FOR USE.**

**THE SOUND SYSTEM IS NOT TO BE ALTERED IN ANY WAY.**

Information is still needed for outdoor ceremony in case of weather. The sound system is for indoor use only.

Sound Equipment	Are you using?	
Officiant Mic	Yes	No
Wireless Mic	Yes	No
Wired Mic	Yes	No
Cord for use with headphone jack device	Yes	No
Instrument to plug into the sound system	Yes	By the piano
Using the piano	Yes	No
If using the microphones please submit where you would like them placed (i.e. by the piano, handheld for reading only, stage right, etc.)		