

TIMES: Times will be determined by the LESSEE and the NPS based on the type of lease granted and availability.

Full Day (Friday, Sat., Sun., Holiday):

Weekday Full Day/ All Half Day:

Start time: 5AM/9AM : Based on availability and package

Anytime: Based on availability

End time: 10PM (unless LE Ranger Present**)

4/6 hours exactly after start time

**Sandy Hook closes at 9 PM every night. No event can extend 10PM without a Law Enforcement Ranger present. If events wish to stay past 10:00PM it is at an additional cost to the Lessee \$50/hr. at a 2hr minimum. Payment is due 30 days prior to event.

PAYMENTS and PAYMENT SCHEDULE:

The Short-Term Lease Application Fee of \$50 is due with the completion of this form. The fee is non-refundable. If applicant cancels at anytime the fee is forfeited, however, if applicant continues the application fee goes towards the rental rate.

Booking deposit:

A non-refundable booking deposit in the amount of 30% of the rental rate is required 10 business days after the application is confirmed received to reserve date 100%. If the deposit is not received within 10 business days it will be forfeited and your date no longer held. If applicant cancels at anytime the booking deposit is forfeited, however, if applicant continues the deposit amount goes towards the rental rate.

Rental Rate	Booking Deposit
\$2800.00	\$840.00
\$2100.00	\$630.00
\$1000.00	\$300.00
\$500.00	\$150.00

Remaining Balance:

After the booking deposit is received a draft lease will be written and sent to LESSEE for signature. Once the signed lease is returned by the lessee 40% of the total fee is due. The lease will then be sent for finalization and the Superintendent's signature.

The remaining balance is due no later than thirty (30) days prior to the Event and is **non-refundable**. Once the remaining balance is paid the final lease is sent to LESSEE.

Security deposit:

The security deposit is required prior to the event in the form of a credit card payment via www.pay.gov in the amount of 25% of the rental rate. The security deposit will be returned to the LESSEE 7-10 business days after event, if no damage to the Chapel has occurred, the allotted time was not exceeded and no breaches of LEASE occur.

If the event goes over allotted time, goes over cost recovery or breaches the Lease in anyway the security deposit will be forfeited and there could be possibly additional fees billed . Please see PAYMENTS and RULES and REGS. Section for more information.

Rental Rate	Security Deposit
\$2800.00	\$700.00
\$2100.00	\$525.00
\$1000.00	\$250.00
\$500.00	\$125.00

All Payments must be processed through www.pay.gov; a secure payment portal. Please visit <https://www.pay.gov/public/form/start/76460586> for payments. Payments can be made via Pay.gov using personal checking accounts, PayPal, credit cards or other available methods on Pay.gov.

PLEASE NOTE: Security Deposits MUST be in the method of a credit card to be refunded. All refunds will only be returned to the original method of payment.

ADDITIONAL RENT:

Supervision is required for events that wish to exceed 10:00PM end time at additional cost of \$50/hr. at a 2 hour minimum. The cost is required 30 days prior to event. Unanticipated costs incurred as a result of the use and occupancy of the Premises shall be due and owing immediately upon conclusion of the event. Such costs are considered additional rent and may include, but are not limited to, emergency services, clean up, trash removal, the costs of remedying damages to park resources, and as otherwise identified in this document. All unanticipated costs will mean forfeit of security deposit, if cost exceeds security deposit, a bill of collection will be issued. Please see next page for possible chair and table rental information.