



**REGISTRATION**  
FOR USE OF  
**MATTHEW HOUSE**  
**By Pastors/Church Leaders**  
14 West Fayetteville Street  
Wrightsville Beach, NC 28480

**Please return completed registration and Mission House  
Use Contract, along with your non-refundable deposit to:**

**Little Chapel on the Boardwalk Presbyterian Church (USA)**  
2 West Fayetteville Street • Wrightsville Beach, NC 28480  
**(Please memo Matthew House on your check.)**

Church Name \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_

Name of Contact person \_\_\_\_\_

Phone # \_\_\_\_\_ (work) \_\_\_\_\_ (cell)

Email address \_\_\_\_\_

Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_

[ ] deposit check attached

**LITTLE CHAPEL ON THE BOARDWALK PRESBYTERIAN CHURCH**

Wrightsville Beach, North Carolina  
MATTHEW HOUSE USE CONTRACT

State of North Carolina  
County of New Hanover

**Release and Agreement**

This release and agreement, executed on: (Date) \_\_\_\_\_  
between Little Chapel on the Boardwalk Presbyterian Church of Wrightsville Beach, North Carolina, hereinafter referred to as "Little Chapel", \_\_\_\_\_ of \_\_\_\_\_ hereinafter referred to as "User".

Whereas, User has requested that Little Chapel permit it to use a facility owned and operated by Little Chapel, known as the Little Chapel on the Boardwalk Presbyterian Church Mission House, located at 14 West Fayetteville Street in Wrightsville Beach, North Carolina. (hereinafter referred to as Mission House), for an activity to be conducted by the User; and

Whereas the Little Chapel has consented to the use of Mission House by the User, but has requested that part of the agreement for the use of said Mission House, the User release the Little Chapel from any responsibility for any actions, accidents, injuries, damage or other activities occurring during the use of the Mission House by the User, and

Whereas the User has agreed to the request of Little Chapel, the parties do hereby covenant and agree together as follows:

**Witnesseth:**

For and in consideration of the mutual promises and covenants set forth herein, the User releases Little Chapel from any claim arising in any way from the use of the facility of Little Chapel by the User whether the claim arises for injury to person or damage to property of any other claim which may arise of or during the use of the facility by the User.

Further, the User agrees to assume all liability for any injury or damage resulting to any persons or property or any other claims which may arise as a result of or during the use of the facility by the User expense, loss or damage of any kind incurred as a result of claims or damage hereafter made which arise during the period of usage of the facility of Little Chapel by the User.

The User represents that the facility or portion thereof is adequate for its proposed use. It will restrict its activities to those areas designated herein and will hold Little Chapel harmless for any injury to person or damage to property which results from its members use of portions of the premises outside the proposed use.

In witness whereof, the parties hereto have executed this release at Wrightsville Beach, North Carolina, the day and year first above written.

Little Chapel on the Boardwalk Presbyterian Church  
Party of the First Part

By: \_\_\_\_\_, USER

By: \_\_\_\_\_

Group: \_\_\_\_\_

## **FEES/ PAYMENT POLICY**

In order to hold your reservation, please send us your  
**NON-REFUNDABLE DEPOSIT and REGISTRATION**

- For groups staying 4-6 nights, the deposit is \$100.00
- For groups staying 2-3 nights, the deposit is \$100.00

### **FEES**

- A fee of \$10.00 per person, per night - must be received 30 days before your arrival date.

## **ARRIVAL/CHECK OUT POLICY**

- 6 nights - arrive Sunday; depart Saturday
- 4-5 nights - arrive Sunday or Monday; depart Thursday or Friday
- 2-3 nights - arrive and depart between Monday and Friday
- Our check-in time is after 1:00PM and check-out is before 11:00AM
- A church representative will meet your group upon arrival and will help familiarize you with the house.
- Your group will be furnished with two keys, which will be returned to a church representative the morning of your departure.

## **CONTACT INFORMATION**

Ann Martz, Coordinator

amartz5@ec.rr.com

910-256-3204 ▪ 410-274-3811 (cell)

# INFORMATION ABOUT THE USE OF MATTHEW HOUSE



- ◆ The maximum number of people who will be allowed to use the Matthew House for overnight stays is 18.
- ◆ Animals are not permitted in the Matthew House.
- ◆ NO alcoholic beverages are allowed in the Matthew House or on the property.
- ◆ NO smoking is allowed in the Matthew House or on the property.
- ◆ Respect should be shown to surrounding neighbors regarding noise, trash and general behavior.
- ◆ If you wish to use the gas grill, please let us know before your arrival, so we can provide a tank of propane.
- ◆ The church can assume no responsibility for personal or group items left in the Matthew House.

