



REGISTRATION
FOR USE OF
MATTHEW HOUSE
by Mission Groups
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.)

Name of Church or Mission Group _____

Street _____

City _____ State _____ Zip _____

Phone # _____

Name of Group Leader _____

Phone # _____ (work) _____ (cell)

Email address _____

Arrival Date: _____ Departure Date: _____

Numbers of Adults _____ Number of male youth _____ Number of female youth _____
(must have 1 adult for every 6 youth under 21 years of age)

Name of Mission Agency: _____
(W.A.R.M., Habitat for Humanity, etc.)

[] 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 Fayette-
ville 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 dam-
age 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 activi-
ties 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. For groups staying 6 nights, the fee is only \$50.00 per person - no charge for the 6th night.

ARRIVAL/CHECK OUT POLICY

- 6 nights - arrive Sunday; depart Saturday
- 4-5 nights - arrive Sunday or Monday; depart Thursday or Friday (upon approval by Ann Martz, coordinator)
- 2-3 nights - arrive and depart between Monday and Friday (upon approval by Ann Martz, coordinator)
- 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



- All groups using the Matthew House must have proper adult supervision, which shall be a minimum of 1 adult for every 6 youth under 21 years of age.
- 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.
- As you prepare to depart, we trust you will leave the facility as you found it.



*Thank you for helping us make
the Matthew House
a comfortable “home away from home”
for all traveling mission groups
who stay with us.*