

GENERAL RENTAL INFORMATION

Saturday Events:

Events must be completed and the building vacated by 6:00pm on Saturdays.

Payment Schedule:

- Checks should be made payable to Fellowship Church.
- Payment may be dropped off or mailed to the church office to the attention of the Special Events Coordinator.
- 50% deposit is due within two weeks of booking the event.
- Final 50% is due 30 days prior to the event.

Cancellations:

- Total deposit returned if cancelled six months prior to event.
- 50% returned if cancelled two-six months prior to event.
- No deposit returned if cancelled two months or less prior to event.
- Events postponed due to adverse weather must be cancelled by noon on the day of the event. No deposit will be returned in this case.

The enclosed policies have been approved by the Consistory of Fellowship Church for the direction and help of those who wish to use the church for a performance or occasion.

**Fellowship Church
6610 36th Avenue
Hudsonville, MI 49426
(616) 669-1213**

Office Hours:

**Monday-Thursday
8:30am-4:30pm
Friday—Closed**



**fellowship
CHURCH**

Facility Rental Information For Members

Fellowship Church is a house of God and is to be treated with dignity and respect. We are pleased to be able to provide our facility to host your event. It is expected that all activities in the church or on church property will bring praise and honor to our Lord. Fellowship staff is available to assist you in accomplishing this goal and planning your successful event.

WEDDING RENTAL POLICY

Room Charges

Sanctuary:
Ceremony \$600

Fellowship Hall:
Ceremony \$500
Reception (inc. kitchenette) \$300
Rehearsal Dinner (inc. kitchenette) \$125

The ceremony fee includes:

- Two changing rooms for bridal parties
- Custodial services
- Special Events Coordinator services
- Sound Technician (up to 4 hours for the rehearsal and ceremony)
- Facility usage for 6 hours (over 6 hours \$50/hr)

All Purpose Room:
Reception (includes kitchen) \$400

Other Charges:
Alternative Site Fee (to reserve building as a rain location) \$400

Officiant:
Officiant's honorarium is not included in the rental rate. Renter is responsible to contact the officiant of their choice to check availability.

Non-Fellowship Officiants must sign the Fellowship Reformed Church's Statement of Faith.

AVAILABLE RENTAL ACCESSORIES

The following rental items are available for members of Fellowship at no charge:

- Pillars
- Ferns
- Large and Small Lanterns
- Large White Floor Candle Holders (not including candles)
- Decorative Table (for ceremony)
- Piano (pianist not included)
- Organ (organist not included)

The above items may not leave the church building and are only available for weddings. They are not available for family events.

Other Charges:

- Sound Technician (over 4 hours) \$ 35/hr
- Video Recording \$150 (4 stationery cameras/no editing)

To Reserve an Event Date:

- Confirm date, time, room availability with the Special Events Coordinator: 616-669-1213 x 122.
- Special Events Coordinator will help to ascertain your needs for your specific event and supply you with a Rental Agreement Summary and Facility Rental Policy.

EVENT RENTAL POLICY

Family/Private Party Room Charges

Fellowship Hall: \$125
-includes kitchenette

All Purpose Room: \$125
-includes kitchen

Kitchen (2 hours) \$ 50

Room 027 \$ 50

Room 001 \$ 50

Business/Commercial/Education Room Charges

Fellowship Hall: \$175
-includes kitchenette

All Purpose Room: \$175
-includes kitchen

Rooms are available for family parties, graduation parties, school functions.

Baptism and Confession Celebrations on Sundays are free, if space is available.

Event rentals are not available on Sunday.

NOTE: The bookings of small family parties, group meetings, etc. are handled by the church office: 616-669-1213.