

GENERAL RENTAL INFORMATION

Saturday Events:

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

Payment Schedule:

- Checks should be made payable to Fellowship Reformed 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% of deposit 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 Reformed 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 Non-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 \$1,000

Fellowship Hall:
Ceremony \$750
Reception (includes kitchenette) \$450
Rehearsal Dinner \$200

The ceremony fee includes:

- Two changing rooms for bridal parties
- Custodial services
- Special Events Coordinator services
- Sound Technician (rehearsal and ceremony)
- Facility usage for six hours
(over six hours \$50/hour)

All Purpose Room:
Reception (includes kitchen) \$450

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

AVAILABLE RENTAL ACCESSORIES

The following rental items are available for rent from FRC and payable two weeks prior to the event.

- Risers \$ 50
- Pillars (each) \$ 10
- Ferns (each) \$ 10
- Decorative Table (for ceremony) \$ 10
- Piano (pianist not included) n/c
- Organ (organist not included) n/c

Other Charges:

- Sound Technician (over 4 hours) \$ 35/hr
- Video Recording \$150
(4 stationary cameras) (editing not included)

To Reserve an Event Date:

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

CONCERT RENTAL POLICY

Room Charges

Sanctuary:
Non Profit \$1,000
For Profit \$1,250

The concert rental fee includes:

- Custodial Services
- Special Events Coordinator Services
- Sound Technician (six hours total)
(Over six hours will be charged at \$35/hour.)

SOCIAL EVENT RENTAL POLICY

Room Charges

Fellowship Hall: \$400
(includes kitchenette)

All Purpose Room: \$400
(includes kitchen)

If renting the Sanctuary, Fellowship Hall or All Purpose Room the following may be rented in addition for the listed fee:

- Kitchen (2 hours) \$ 50
- Room 027 \$ 50
- Room 001 \$ 50
- Additional Rooms TBD

Social Event rentals are not available on Sunday.