

FELLOWSHIP REFORMED CHURCH

WEDDING/RECEPTION FACILITY RENTAL POLICIES

Fellowship Reformed Church is a house of God and is to be treated with dignity and respect. We are pleased to be able to provide the use of 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 in planning your successful event.

Times:

- All Saturday functions must be completed and the building vacated by 6:00pm.
- Sunday rentals are not allowed for weddings, special events, parties, etc. without prior consent from the Consistory.
- Everything must be left clean and in proper order.
- Please notify a church representative if the times or circumstances of your event change at any time between booking and event date.
- Wedding day rentals are limited to six consecutive hours. Additional hours are rented at \$50 per hour.
- Use of the church property is limited to the day of rental only. Decorating, food storage, etc. needs to occur during rental time also. Prior exceptions are at the discretion of our special events coordinator.

Payment Schedule Information:

- Payments may be paid to "Fellowship Reformed Church" and may be mailed to or dropped off at the church office to the attention of the Special Events Coordinator.
- One half (50%) of the total rental amount is due within two weeks after booking the event.
- The remaining 50% of the rental amount is due 30 days prior to the event (no bill will be sent for the balance).
- Incidental/add on charges will be billed within two weeks post event and are due upon receipt.

Insurance

- Wedding/Reception renter (or representative of renter) must supply proof of liability insurance (homeowner's, etc.) with coverage of a minimum of \$500,000.

Food/Drink:

- No food or beverages will be allowed in the sanctuary. (Exception: bottled water for singers during a rehearsal or performance; bottles must be removed from sanctuary after use.)
- No food or drinks containing red dye will be allowed in the building due to staining issues (such as red, orange or grape soda, punch, sports drinks, etc.; cake or other foods with red dye).
- No alcoholic beverages are permitted anywhere on church property.
- Full meals may not be served in the lobby.
- All outside catering services must comply with all other building requirements.
- Use of church dishes, utensils, coffee pots, etc. is allowed with a kitchen rental. These items are to never leave the church property.

Plants/Decorations:

- All trees and floral arrangements must remain throughout the church and not be removed.
- Ferns and pillars may be used (members) or rented (non-members). Plants cannot be altered with lights or by adding or removing any parts of existing arrangements.
- If rental is requested during the Christmas or Easter holidays, existing decorations will remain in place throughout the church.
- No live trees will be allowed in the building due to Township Fire Codes.
- The renting party is responsible for removing all flowers, candles, props, etc. from the Sanctuary immediately following the event.
- All candles must be drip-less and the carpet must be properly protected. You must conform to State, County and Township law regarding the use of candles. Candles may not be used in aisles. Renters are only allowed to use candles in the Sanctuary.

(continued on the reverse side)

Music/Sound:

- The sound, lighting and video equipment is to be used only by a member of FRC's technical team.
- The Schimmel piano may not be moved off of the sanctuary stage. The piano may also not be moved to a different location on stage without the approval and assistance of a designated church representative (ie., sound technician or special events coordinator). If piano tuning is requested prior to a wedding (outside of our regularly scheduled piano tuning times), the cost of the tuning will be paid by the renter.
- The organ may not be moved from its place in the sanctuary.
- Any additional instruments belonging to the church (drums, keyboard, other pianos, and accessories—cables, etc.) may not be used without prior approval, and at an additional fee.
- Dance with bands or disc jockeys is not permitted
- All music played during wedding must maintain the dignity and respect expected for the house of God.

Other General Policies:

- Wedding rentals will be limited to three per month.
- The Sanctuary must be referred to in all programs, advertisements, publications and promotions for events as a Sanctuary; not an auditorium, concert hall, etc.
- Due to fire safety codes, no additional seating may be added to the Sanctuary beyond the existing pews. (Sanctuary seating capacity including balcony area is 1,080.)
- Permission for use of facilities includes only those areas for which permission is granted. It is the responsibility of the renter to see that other individuals involved in the event remain in the designated area(s). Children must be supervised by parents or a designated adult at all times during the rental. The nursery is not available for use during any rental.
- The throwing of rice, confetti, or bird seed on church property is not permitted. Bubbles must be blown outside the church building.
- The Nursery rooms shall be closed at all times during rental events.
- The church does not accept responsibility for any articles left in the church.
- Any damage or breakage will be the responsibility of the renter. Any damage or breakage should be promptly reported to a representative of the church or to the church office. (It should be noted that damage may be covered by the individual's homeowner's insurance policy.)

Cancellations:

- Six months prior to the event: total deposit returned.
- Two to six months prior to the event: 50% of deposit returned.
- Two months prior to the event: no deposit returned.
- Cancellations/postponed events due to adverse weather must be cancelled ASAP on the date of the event. No deposit will be returned in this case.

I have read and will abide by all of the policies listed above.

Signature

Date

Print Name

Fellowship Reformed Church
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Hudsonville, MI 49426
(616) 669-1213

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