

## Wedding Rental Policy

### Room Charges

#### Sanctuary:

|                     |       |
|---------------------|-------|
| Weekday (ceremony)  | \$300 |
| Saturday (ceremony) | \$350 |

#### Fellowship Hall:

|                                     |       |
|-------------------------------------|-------|
| Weekday (ceremony)                  | \$250 |
| Saturday (ceremony)                 | \$300 |
| Reception (includes kitchenette)    | \$150 |
| Rehearsal Dinner (inc. kitchenette) | \$ 50 |

#### All Purpose Room:

|                              |           |
|------------------------------|-----------|
| Reception (includes kitchen) | \$150     |
| Additional Rooms:            | \$10/room |

#### The ceremony fee includes:

- Two changing rooms for bridal parties
- Custodial time
- Special Events Coordinator time
- Sound Tech for 2 hours (rehearsal & wedding)

#### Other Charges:

|                                       |       |
|---------------------------------------|-------|
| Outside Catering Fee (reception)      | \$ 50 |
| Alternative Site Fee (to hold church) | \$150 |

*Additional items available include:  
Pillars, ferns, projection screen, etc.*

## Available Rental Accessories

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

- Tables and Chairs
- Risers (including set-up and take down)
- Screen in Sanctuary
- Pillars
- Ferns
- Decorative Tables (for ceremony)
- Piano (pianist not included)
- Organ (organist not included)
- Sound Technician (\$20/hr if over 2 hours)

#### Other Charges:

|                         |         |
|-------------------------|---------|
| CD recording of event   | \$10    |
| Snow/Fog machine        | \$20    |
| Visual Media Technician | \$20/hr |

#### To Reserve an Event Date:

- Confirm date/time/room availability with church office.
- Special Events Coordinator will contact you to help ascertain your needs for your specific event and to supply you with a rental contract and General Facility Usage Policies.

-NOTE: Small, church sponsored events (family parties, group meetings, etc.) are handled by the church office.

## Social Event Rental Policy

### Room Charges

**Sanctuary:** \$200

- Custodial Time
- Special Events Coordinator time
- Sound Technician for 4 hours  
(includes set-up, rehearsal, concert and tear-down.  
Over 4 hours will be charged at \$20/hour)

**Fellowship Hall:** \$100

- Food service (includes kitchenette)
- Warm-up/Meeting room(concerts) \$ 15

All-Purpose Room (includes kitchen) \$100

Kitchen (2 hours) \$ 50

LL34 \$ 50

LL25 \$ 50

Additional rooms No Charge

*\* Youth Room and Choir Room are not available for rent*

#### Other Charges

|                             |           |
|-----------------------------|-----------|
| Outside Catering Fee (meal) | \$ 50     |
| Funerals                    | No Charge |

*Additional items available include:  
Pillars, ferns, projection screen, etc.*

## General Rental Information

### Saturday Events:

Social functions are not allowed in the church building after 6:00 p.m. on Saturdays unless prior approval is given by the Consistory.

### Sunday Events:

The church building is not to be used on Sundays unless prior approval is given by the Consistory. The building is not to be used for anything other than worship and Sunday School during those established times.

### Payment Schedule:

-All payments will be paid 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.

-Final 50% is due 30 days prior to the event.

-Incidental/add-on charges will be billed within two weeks post event and are due immediately upon receipt.

### Cancellations:

-Total deposit returned if cancelled six months prior to event.

-50% of deposit returned if cancelled 3-6 months prior to event.

-No deposit returned if cancelled 3 months or less prior to event.

-Events postponed due to adverse weather must be cancelled by noon of the event day. No deposit will be returned in this case.

*See "General Facilities Usage Policies" for other specific rental requirements.*

*The enclosed policies have been established and 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 Reformed Church

6610 36<sup>th</sup> Avenue

Hudsonville, MI 49426

(616) 669-1213

Office Hours: M-Th 8:30am-4:30pm

Fri 8:30am-Noon

## Fellowship Reformed Church



## Facility Rental Information

### For Members

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 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.