

**Georgetown Christian Reformed Church
Wedding Form for Members**

Renter's Name _____ Date _____

Renter's best contact # _____ Purpose of Use: _____

Date of Event: _____ Time of Use: _____ Number of Persons: _____

PLEASE NOTE:

Wedding rentals may be booked by members up to 18 months in advance of the wedding date; non-members may book up to 12 months in advance. Rental reservations are made on a first-come, first-served basis. Priority will be given to reservations made in person.

Please do not write the date on your check.

Wedding

\$ 550

Includes: (only)

- Sanctuary, L011 and L014 for bridal party, Kitchen & Gathering Area
- Use of these rooms the day prior to the event (rehearsal & setup)
- An audio CD of the event
- Audio Technician
- Georgetown Planning Contact: Wedding Coordinator
- Custodial services
- Due to the need to secure custodial, sound, and organizational staffing, please note that \$200 of this fee is not refundable within 60 days of the date of your event. This also applies for those wishing to reserve a date and rent the facility as a secondary or "backup" option.

Please note:

- The Audio Technician, Wedding Coordinator, and custodial services are required. This package does not include fees for clergy or musicians.
- For those considering having a Rehearsal Dinner or Reception at Georgetown, the Summit and Activities Center are available to rent: the Rehearsal Dinner fee is \$75 and the Reception fee is \$250. (The Activities Center and Kitchen are only available after 6pm Monday-Friday, or on Saturdays). The Gathering Area is not available for sit-down dinners.
- It is required that the bride and groom contact the Wedding Coordinator within 1 week of Wedding Reservation.
 - Wedding Coordinator - Nancy Buning: (616) 669-4999

By signing below, I will be responsible for any damages to church property that occurs in conjunction with this rental, including broken or missing gaming equipment. I have read, understand, and will abide by Georgetown CRC's Facilities Use Policy.

Signature _____ Date _____

Office use only	
Authorized use approved by _____	
Today's Date _____	
Fees Collected _____	Check Numbers _____

Form updated Jan. 2020

Restrictions:

- Smoking on Georgetown's campus
- Alcoholic beverages on Georgetown's campus
- Firearms or any other weapons
- Animals or pets
- Red, orange or purple punch beverages
- Nails, tacks, or tape may not be used to affix decorations to pews, walls or furniture

Wedding Information

Bride

Name _____
Church Membership _____
Phone Number _____

Groom

Name _____
Church Membership _____
Phone Number _____

Rehearsal

Date _____
Time _____

Rehearsal Supper YES NO
Room needs _____ Number of people _____

Wedding

Date _____
Time _____

Reception YES NO
Room needs _____ Number of people _____

Officiating Pastor

Name _____
Church Affiliation _____
City _____
Phone _____

General Rules for Georgetown Weddings:

- The Church Office will process wedding requests by members.
- A Pastor will approve the rental of the church for non-members who wish to be married at Georgetown CRC and will approve all guest officiants.
- All users and renters will work in conjunction with the Wedding Coordinator and the Custodian.
- It is the responsibility of the persons using the facilities to move and replace the pulpit furniture with the Custodian's supervision.
- No rice, confetti, or birdseed is to be thrown inside or outside the church.
- For a Friday wedding, florists are to pick up materials by 9:00 am on Saturday.
- Saturday weddings must be scheduled so as to have the church vacant by 6:00 pm.
- Saturday weddings are to have materials removed immediately following the ceremony.
- Plants and decorations from other parts of the facility are not to be moved from their location without consulting the Wedding Coordinator or the Custodian.
- Burning candles are allowed on tables, and pews, if placed in 12" chimneys.
- Electric candles are permitted on pews if the fixtures are U.L. approved.
- Wedding receptions at the church are permissible, but scheduling and fees need to be negotiated with the Wedding Coordinator and the Custodian.
- The facility user/renter is responsible for any damages to church property that occurs in conjunction with their use or rental. All damages, repairs, or replacements will be billed to the user/renter.
- Georgetown CRC is not responsible for loss, theft, or damage to personal property in conjunction with the use or rental of any part of its facility.
- Georgetown CRC is not responsible for any injuries that occur during or in conjunction with its facilities use.
- A rental reservation is deemed "secured" when a facilities reservation is completed and signed, payment is made, and a member of the church office signs the agreement.