

  


# Central

WESLEYAN



**PREPARING FOR YOUR  
WEDDING AND MARRIAGE**



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## PREPARING FOR YOUR MARRIAGE AT CENTRAL WESLEYAN CHURCH



The Staff of Central Wesleyan Church is committed to building marriages, not simply performing wedding ceremonies. If your desire is to have your wedding at Central, please read this information thoroughly before making your decision.

Central Wesleyan Church believes that God ordained the marriage relationship. We further believe that marriage is a holy institution created by Him for the mutual satisfaction of husband and wife and the orderly propagation of the human race. Therefore, we believe that the only marriage relationship is between one man and one woman. In using the facilities of the Wesleyan Church, you the user agrees to abide by the doctrinal statements and do nothing to contradict these statements. It is our conviction that the stability of this union is based, not on a series of vows, but on an enduring selfless and spiritual commitment of husband and wife to each other and to the Lord they serve. It is, therefore, entered into only after careful consideration and preparation. We especially strive to nurture our people to see the value and symbolism of keeping themselves pure before the Lord and subsequently united by marriage in this house of worship.

Now, more than ever, we are convinced that no relationship, especially marriage, can be fully successful without being wholly committed to Jesus Christ. Unless you look to Him as your source of love and commitment, you can never fully experience the ecstasy, the satisfaction, the joy and the exciting adventure God has planned for your marriage.

It is for that reason we are limiting our involvement with weddings to those where both the man and the woman either have a born-again relationship with Jesus Christ and can talk about that relationship openly, or are willing to consider accepting Jesus Christ as their personal Savior. Others would probably feel more comfortable being married at another church or by a Justice of the Peace.

The following preparation plan is designed to enhance the success of your marriage. ***It is very important that you read it carefully.*** We believe that as we follow God's plan, success is a natural result. We look forward to sharing with you in this process.



## MARRIAGE AND REMARRIAGE POLICY

### PREMARITAL PREPARATION

Couples requesting a wedding at Central Wesleyan Church and/or requesting an officiating pastor from Central Wesleyan Church are asked to agree to the following qualifications:

- ① Christ is the key to a successful marriage. We ask that the engaged couple be believers in Jesus Christ with a faith that is reflected in their lifestyle, or they must be open to discussing how they may discover a personal relationship with Christ as their Savior.
- ② The couple must have known each other for a reasonable length of time (officiating pastor's discretion).
- ③ Marriages that begin with couples living together are a statistical risk for failure, and because they are in direct conflict to God's plan, we require that the two cease from living together and refrain from intimacy prior to their wedding day. (officiating pastor's discretion)



## REMARRIAGE - FOLLOWING DIVORCE

Marriage was established by God as an indissoluble union and since it is an earthly copy of the relationship between God and His people, it is to be kept inviolate. However, because of the fallen-ness of human nature, the Scriptures permit divorce in the following cases as an accommodation to human sin for the protection of the innocent party:

- ① **Divorce for the cause of immorality** – with the understanding that the obligation to maintain or reinstate the marriage may not be imposed upon the innocent spouse (Matthew 5:32).
- ② **Divorce for desertion** – desertion being defined as behavior equivalent to the abandonment of the marriage relationship (1 Corinthians 7:10-16).

In such cases, the innocent spouse is not bound. He or she is free to remarry in the Lord (though the seeking of repentance and reconciliation should always be the first recourse).

When one or both persons involved have been divorced, we require a minimum of 12 months between the date the divorce was finalized and a new marriage.

Any exceptions to this will be determined by the officiating pastor after, a) discussing with the couple why such an exception should be made, and b) consulting with a pastor on Central Wesleyan's staff.



## REMARRIAGE - FOLLOWING THE DEATH OF A SPOUSE

A minimum of 12 months between the death of a spouse and a new marriage is recommended to allow for sufficient involvement in a normal grieving process.



## PREMARITAL COUNSELING REQUIREMENTS REQUIRED BY A CENTRAL WESLEYAN PASTOR

Consultations with your officiating pastor should begin approximately 4 months prior to the wedding date to give sufficient time for premarital counseling.

The couple must be willing to follow through on an extensive preparation program of pre-marital preparation which includes:

- 3 or more sessions of premarital counseling (may include Prepare/Enrich); your pastor will determine the best premarital counseling for you.
- Marriage Prep is a seminar of group preparation offered twice a year, spring and fall. If your officiating pastor is from Central, this seminar is a requirement. The cost is \$25 per couple and is not included in the wedding fees. Call (616) 395-3113 for the dates.
- OR 2 to 1 offered through Winning at Home. <http://winningathome.com>
- Prepare/Enrich is a customized couple assessment completed online that identifies a couple's strength and growth areas. It is one of the most widely used programs for premarital counseling and premarital education. It is also used for marriage counseling, marriage enrichment, and dating couples considering engagement. Based on a couple's assessment results, a trained facilitator provides 4-8 feedback sessions in which the facilitator helps the couple discuss and understand their results as they are taught proven relationship skills. [www.prepare-enrich.com](http://www.prepare-enrich.com)

It is understood by all church employees and attendees that Central Wesleyan Church facilities are here for the glory of God and do not exist for the sole usage of any one program or person. Potential users should be aware that other groups may be utilizing the premises at the same time. It may be necessary to use screening or other alternatives if necessary.

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## REQUIREMENTS

- Completion of the Reservation Form (Page 15 - 16 of this document) and payment of the appropriate fees.
- Completion of Page 10, Officiating Pastor Form (if Pastor is not from Central)
- Completion of premarital Counseling



## LENGTH OF NOTICE FOR RESERVATION

Reservations will be made no less than 4 months prior to the date of the wedding to assure enough time for premarital counseling and no more than 1 year in advance of the date.



## LOCATIONS FOR WEDDING CEREMONIES

- Chapel (accommodates 450)
- Gazebo (outside)
- Other locations as approved and available



## LOCATIONS FOR RECEPTIONS

- Activities Center (accommodates 200 with tables/chairs). There is a room rental fee for non-attendees. There is an additional fee for set up unless you do the set up and clean up yourself. Battery operated candles are recommended at reception site. Kitchen Responsibility form and Candle fire code attached.
- Gazebo (outside)

C161 is located on the northeast side of the Chapel. There is room rental fee for non-attendees. It accommodates approximately 75 with tables/chairs. There is an additional fee for set up unless you do the set up and clean up yourself.



## SCHEDULING DATES AND TIMES

Two weddings may be scheduled per weekend, Friday evening and Saturday morning or afternoon.

### WEDDINGS

- Friday weddings will be completed in the Chapel and cleared by 8 pm if there is a Saturday wedding scheduled. Otherwise, by 10 pm.
- Saturday weddings will be completed in the Chapel and cleared by 6 pm.

### RECEPTIONS

- Receptions will be completed by 10 pm on Fridays and 6 pm on Saturdays. (Battery operated candles are preferred at the reception site.)

### REHEARSALS

- Rehearsals will be held Monday through Friday pending availability of the location needed.
- Rehearsal dinners may be held at the church by reserving a room. There is a room rental fee for non-attendees. There will be an additional fee for set up unless you do the set up and clean up yourself.

### HOLIDAY WEDDINGS/HOLIDAY WEEKEND WEDDINGS

- Requests for weddings on a holiday/holiday weekend must be approved by Central Wesleyan staff and may incur additional fees because of securing people to work that would normally be off on a holiday.



## SPECIAL CONSIDERATION

- **Custodial Services** - There is no charge to you for custodial services so please leave the rooms as you found them. There will be a fee for extra hours our custodian needs to clean up. Please clean immediately following the wedding ceremony.
- **Flowers** - floral decorations such as corsages, bouquets, centerpieces, sprays, pew bow holders, etc. must be secured through your florist.
- **Candelabras, pillars, kneelers** are available from Central Wesleyan to be used only at Central and only inside and only on the Chapel platform. Your coordinator will reserve your requested items. It is your responsibility to purchase your own candles for some candelabras. *Please read the Candle Use Policy provided in this information packet. The fire code is very specific and must be adhered to. If not, the candles may be removed from the site.*
- **Dressing Rooms** are available in the East Hall of the Chapel.
- **Sound Technician** - Central Wesleyan will provide a Sound Tech for 3 hours, which will cover the rehearsal and wedding ceremony. There will be an additional fee for time over 3 hours.
- **Pianist/Organist/Soloist** - It is the responsibility of the bridal couple. Your Central Wesleyan wedding coordinator can provide names if needed.
- **Music** - in the selection of your music, keep in mind that the wedding is a religious ceremony and it should enhance the service, not detract from it.
- **Pictures** - It is the responsibility of the bridal couple to secure a photographer and/or videographer. Please request that picture taking during the ceremony be limited to existing light (no flash) from the back of the Chapel. It is important that the ceremony not be disturbed by the camera. Arrangements can be made for pictures before or after the wedding.
- **Wedding Coordinator** - a coordinator is provided who will assist you at your rehearsal and wedding. An initial meeting will be set up to advise you of her responsibilities approximately 2-3 months prior to your wedding.





## SPECIAL CONSIDERATION

- **Reservations** - It is the responsibility of the bridal couple to reserve dates and times for your wedding. Call 395-3092 with any and all changes. You must also reserve the time needed for decorating.
- **Officiating Pastor** - It is the responsibility of the bridal couple to secure a pastor to officiate the wedding. A list of Central Wesleyan pastors is provided in this packet if needed. If your officiant is not a Central Wesleyan pastor, please have the included form filled out by him/her and returned with your reservation form.
- **Limitations** -
  - Smoking is prohibited on the church premises, inside and outside.
  - Alcohol is prohibited on the church premises, inside and outside.
  - Dancing is prohibited with the exception of a Bridal dance. The Bridal dance consists of one dance with the bride, groom, parents.
  - Food and beverage is prohibited in the Chapel.
  - Birdseed, rice, confetti, glitter, sparklers, candy, artificial snow are prohibited.
  - Signs taped to the Central Wesleyan signs are prohibited.
- **Signage** (free standing) is permitted on the ring road but must be removed before Sunday morning services.
- **Marriage License** - contact the County Clerk. Your license must not be applied for more than 30 days prior to your wedding date.



## FEES

### MEMBERS AND REGULAR ATTENDEES OF CENTRAL WESLEYAN CHURCH (THIS CAN BE THE BRIDE, GROOM OR PARENT OF EITHER)- \$635

There is no charge for using the Chapel, Lobby, dressing rooms, Activities Center and Kitchen. This fee is for services provided by a Central Wesleyan Pastor (\$200), Premarital Counseling (\$185), Wedding Coordinator (\$150) and Sound Technician (\$75) up to 3 hours total. If you are not using a Central Wesleyan pastor you may deduct \$385 from the \$635 fee unless you want the premarital counseling through Central. A \$50 deposit is required upon submission of the reservation form. It is non-refundable 60 days after your date has been approved. An invoice will be sent one month before the wedding indicating the balance due.

**Gazebo** - for members/regular attendees - There is no fee for the Gazebo if the Chapel is not reserved as a back-up (in case of inclement weather). If the Chapel is reserved for back up, the fee is the same as above. A 24-48 hour notice is required to cancel the Chapel reservation.

**Chapel backup** - If you reserve the Chapel, etc. as a backup venue (for inclement weather) to a location other than Central Wesleyan, the fee is \$112.50 which covers holding the time for our wedding coordinator and sound tech. If the wedding takes place at Central, the fee will be as listed above.



## FEES

### FOR NON-ATTENDEES OF CENTRAL WESLEYAN CHURCH - \$985

This fee includes use of the Chapel, Lobby, dressing rooms (\$350), a Central Wesleyan officiating Pastor (\$200), Premarital Counseling (\$185), Wedding Coordinator (\$150) and Sound Technician (\$75) up to 3 hours total. If you are not using a Central Wesleyan pastor you may deduct \$385 from the \$985 fee unless you want your premarital counseling through Central. A \$100 deposit is required upon submission of the reservation form. It is non-refundable 60 days after your date has been approved. An invoice will be sent one month before the wedding indicating balance due.

**Gazebo** - For non attendees - There is a \$100 refundable deposit due upon reservation for the Gazebo if there is no back-up (in case of inclement weather). If the Chapel is reserved for back up, the fees are the same as listed in the above paragraph. A 24-48 hour notice is required to cancel the Chapel reservation.

**Chapel backup** - If you reserve the Chapel, etc. as a backup venue (for inclement weather) to a location other than Central Wesleyan, the fee is \$112.50 which covers holding the time for our wedding coordinator and sound tech. If the wedding takes place at Central, the fee will be as listed above.

**IF, AFTER THOROUGHLY READING OVER THIS INFORMATION AND CAREFUL THOUGHT, YOU ARE IN AGREEMENT WITH THE POLICIES AND PRINCIPLES, THEN CENTRAL WESLEYAN WOULD BE HAPPY TO BE INVOLVED IN YOUR WEDDING.**

- Fill out the Reservation Form completely. Reserve all rooms needed with dates and times. Enclose your deposit and return it to: Central Wesleyan Church, 446 W. 40th Street, Holland, MI 49423, Attention: Wedding.
- If your Pastor of choice is on staff at Central, make an appointment to meet with him/her as soon as possible. If he/she is not acquainted with you he/she will need to make the decision whether he/she will officiate your wedding following that first meeting.

**CENTRAL WESLEYAN CONTACT PERSONNEL**

<b>TASK</b>	<b>PERSON TO CONTACT</b>	<b>Email</b>
Church Reservation	Facilities	skooiker@centralwesleyan.org
Ceremony Information	Wedding Coordinators	sreddy@centralwesleyan.org
Church Set Up	Facilities	skooiker@centralwesleyan.org
Sound Tech / Media	Technical Director	llohman@centralwesleyan.org
Organist	Worship Arts	kalderink@centralwesleyan.org
Pianist	Worship Arts	kalderink@centralwesleyan.org
Marriage Prep	Family Life	lbatema@centralwesleyan.org

**WEDDING OFFICIANTS**

<b>PASTORS</b>	<b>Email</b>	<b>ASSISTANT'S Email</b>
Lynn Bruce	lbruce@centralwesleyan.org	sringewold@centralwesleyan.org
Melinda Priest	mpriest@centralwesleyan.org	kalderink@centralwesleyan.org
Mike McKay	mmckay@centralwesleyan.org	lebbers@centralwesleyan.org
Steve Spitters	sspitters@centralwesleyan.org	jcampbell@centralwesleyan.org
Travis Rea	trea@centralwesleyan.org	jcampbell@centralwesleyan.org



## OFFICIATING PASTOR

If your officiating pastor is not a pastor on Central Wesleyan Church staff, please provide the following information, and submit with your completed Reservation Form:

**Name of Minister:** \_\_\_\_\_

**Church and Denomination of Minister:** \_\_\_\_\_

**Statement of Faith (please attach):**

Is the Minister an ordained minister as defined by Michigan Law? (Please note that we do not recognize online ordination as a valid credentialing for officiating a marriage at Central Wesleyan).

Is the minister one in good standing with the church of that denomination?

**Minister's Signature:** \_\_\_\_\_

**Name of Bride and Groom:** \_\_\_\_\_

**Date of Wedding:** \_\_\_\_\_

## IMPORTANT INFORMATION TO READ AND FOLLOW CLOSELY

### CANDLE USE POLICY

The fire department policy states, “A person shall not use or allow to be used any flame, burning candle or candles in any place of assembly without first obtaining approval of the fire department official.”

The fire department policy will allow use of candles with approval of the fire inspector under certain conditions. Following is a summary that the fire department uses in giving approval for the use of burning candles.

- Candles **will not be permitted** in areas used by occupants to stand or in an aisle or exit.
- Securely supported altar candles, well separated from combustibles, **will be permitted**.
- Candles carried by people through an auditorium, such as a candlelight service, **will not be permitted**.
- Candles must be located in a way that they are separated from the general public. Some examples satisfying this requirement would be altars, stages, platforms, etc.
- The device or holder shall be constructed to prevent the spillage of wax at the rate of more than 0.25 teaspoon per minute when the device is not in an upright position.
- The device or holder must be constructed in a way that it will return to an upright position after being tilted to an angle of 45 degrees, (an exception is made for devices that will self-extinguish if tipped over and will not spill wax at the rate of more than 0.25 teaspoons per minute). The candleholder must be deemed stable and contain dripping wax at all times.
- The device or holder must be located so it cannot be dislocated or jarred from its location during use.
- The flame shall be enclosed except where openings located on the side of the holder are less than 0.375 inches in diameter and that the distance to the top is such that a tissue paper placed on top will not ignite in ten seconds.
- Burning candles must be attended at all times.
- Caution is used in the combustibility and flame spread rating of materials used near the candles, such as cloth, paper, tulle, etc. Candles **will not be permitted** on tables covered with paper tablecloths.
- A fire extinguisher is readily accessible.
- Approval is obtained before the use of any open flame, burning candle, etc. This approval can be obtained through the Facilities Department.

**Whenever candles are being used the Facilities Department must be informed and proper approval obtained. This policy will be enforced.** Your Wedding Coordinator will assist you in this matter.

Candles are the number one cause of church fires in the United States. Thank you for your help in assuring a safe campus at Central Wesleyan Church.

### **Smoke Detectors**

In a related matter, the Facilities Department should be notified in advance whenever there is a risk of setting off our smoke detection system. This would be such things as fogging devices and gas powered equipment. Our smoke detection is automatic and will dispatch fire trucks on an alarm trip. An alarm is automatically triggered throughout the campus and requires a complete evacuation. This system can be bypassed with proper advance notice.

## **KITCHEN POLICY**

### **IF USING OUR FACILITIES FOR A RECEPTION OR REHEARSAL DINNER PLEASE FOLLOW THE POLICIES LISTED. PERSON IN CHARGE OF RESPONSIBILITY IN THE KITCHEN**

#### **Responsibility:**

The permit holder shall be the person in charge or shall designate a person in charge and shall ensure that a person in charge is present at the food establishment during all hours of operation.

#### **Duties:**

The person in charge shall ensure that:

- A)** Food establishment operations are not conducted in a private home or in a room used as living or sleeping quarters as specified under 6-202.111;
- B)** Persons unnecessary to the food establishment operation are not allowed in the food preparation, food storage, or ware washing areas, except that brief visits and tours may be authorized by the person in charge if steps are taken to ensure that exposed food; clean equipment, utensils, and linens; and unwrapped single -service and single-use articles are protected from contamination.
- C)** Employees / Volunteers and other persons such as delivery and maintenance persons and pesticide applicators entering the food preparation, food storage, and ware washing areas comply with this Code;
- D)** Employees / Volunteers are effectively cleaning their hands, by routinely monitoring the volunteers hand washing;

- E)** Employees / Volunteers are visibly observing foods as they are received to determine that they are from approved sources, delivered at the required temperatures, protected from contamination, unadulterated, and accurately presented, by routinely monitoring the volunteers observations and periodically evaluating foods upon their receipt;
- F)** Employees / Volunteers are properly cooking potentially hazardous foods (times/temperature control for safety food,) being particularly careful in cooking those foods known to cause severe food borne illness and death, such as eggs and committed meats, through daily oversight of the volunteers routine monitoring of the cooking temperatures using appropriate temperature measuring devices properly scaled and calibrated as specified under 4-203.11 and 4-502.11(B);
- G)** Employees / Volunteers are using proper methods to rapidly cool potentially hazardous foods (time/temperature control for safety foods) that are not held hot or are not for consumption within 4 hours, through daily oversight of the employees' routine monitoring of food temperatures during cooling;
- H)** Consumers who order raw or partially cooked ready to eat foods of animal origin are informed as specified under 3-603.11 that the food is not cooked sufficiently to ensure its safety;
- I)** Employees / Volunteers are properly sanitizing cleaned multiuse equipment and utensils before they are reused, through routine monitoring of solution temperature and exposure time for hot water sanitizing, and chemical concentration, pH, temperature and exposure time for chemical sanitizing;
- J)** Consumers are notified that clean tableware is to be used when they return to self-service such as salad bars and buffets as specified under 3-304.16;
- K)** Except when approval is obtained from the regulatory authority as specified in 3-301.00 (D), Employees / volunteers are preventing cross contamination of ready to eat food with bare hands by properly using suitable utensils such as deli tissue, spatulas, tongs, single use gloves, or dispensing equipment;
- L)** Employees / Volunteers are properly trained in food safety as it relate to their assigned duties
- M)** Food volunteers and conditional employees are informed of their responsibility to report in accordance with Law, to the person in charge, information about their health and activities as they relate to diseases that are transmissible through food, as specified under 2-201.11(A).

## WEDDING COORDINATOR RESPONSIBILITIES

The main responsibility of a wedding coordinator is to know how you want your ceremony to look and how things are going to happen so she can answer all questions on the day of the wedding. This will take some stress away from you and your family. Therefore it is very important that you communicate exactly what you want to her.

A Central Wesleyan Church wedding coordinator will contact you after receiving a copy of your confirmed reservation.

She will plan a meeting 2-3 months prior to your wedding. At this meeting you'll be able to look at our stock of candelabras you may use. You'll also talk about a variety of things that will happen during the ceremony and how you want it to look. After meeting with you she will send an order of events for the wedding ceremony from information you discussed at the meeting. You can look it over and make changes. Let your wedding coordinator know of any changes you make prior to your rehearsal.

If there are any changes in reserving rooms or times, contact your coordinator or Facilities at 395-3092.

Two weeks before the rehearsal/wedding your wedding coordinator will reserve the candles, etc. you have requested and let the sound tech know of your technical needs.

**Rehearsal** – from your meeting and order of events your coordinator should know what you expect your wedding to look like. She can run the rehearsal or assist your pastor, whatever your pastor wants. Either way she and your sound tech will be at your rehearsal. The expectation is that it be about one hour. Your coordinator will delegate jobs to the Master and Mistress of Ceremonies, Personal Attendant or anyone else you want to help in some way, if that is what you and your coordinator have talked about at your meeting.

**Wedding** – your coordinator will arrange with you the time you want her to be at the church. It is usually at the time of pictures. She will be available to help throughout the day wherever needed.

After the wedding your coordinator will clean up the candelabras and put away anything that belongs to the church. You will need to have someone designated to pick up your personal belongings before leaving for your reception. This includes the Chapel and dressing rooms and any other rooms used.



## CENTRAL WESLEYAN CHURCH WEDDING/REHEARSAL RESERVATION FORM

Bride \_\_\_\_\_ Address \_\_\_\_\_

Phone # Home \_\_\_\_\_ Cell \_\_\_\_\_ Email \_\_\_\_\_

Check one: Regular Attendee \_\_\_\_\_ Non attendee of Central Wesleyan Church \_\_\_\_\_

Groom \_\_\_\_\_ Address \_\_\_\_\_

Phone # Home \_\_\_\_\_ Cell \_\_\_\_\_ Email \_\_\_\_\_

Check one: Regular Attendee \_\_\_\_\_ Non attendee \_\_\_\_\_

Officiating Pastor \_\_\_\_\_ Pastor's Denomination \_\_\_\_\_

(Please note: It is your responsibility to secure the pastor to officiate your wedding.)

Wedding Day/Date \_\_\_\_\_

Ceremony Start Time \_\_\_\_\_ End Time \_\_\_\_\_ Decorating Set Up Time \_\_\_\_\_

Rehearsal Day/Date \_\_\_\_\_ Time \_\_\_\_\_ am/pm

Please note: If a Friday wedding is scheduled and a Saturday wedding is scheduled, the Saturday wedding will schedule the rehearsal on Friday evening following the Friday wedding. The Friday wedding must be completed by 8 pm. The Saturday rehearsal will begin immediately after. Friday weddings can schedule a Thursday evening rehearsal.

Check rooms needed:

\_\_\_ Chapel - Date \_\_\_\_\_ Time \_\_\_\_\_

\_\_\_ Lower Lobby - Date \_\_\_\_\_ Time \_\_\_\_\_

\_\_\_ Bride's Dressing Room (C163)

\_\_\_ Men's Dressing Area (C162)

\_\_\_ Gazebo for pictures or wedding (circle one or both)

\_\_\_ Kitchen - Date \_\_\_\_\_ Time \_\_\_\_\_ Refrigerator \_\_\_\_\_

\_\_\_ Activities Center - Date \_\_\_\_\_ Time \_\_\_\_\_

Reception Day/Date \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Activities Center/Kitchen (no additional fee if a regular attendee)

Set-up Date and Time \_\_\_\_\_

Call the Facilities Department at (616) 395-3092 for tables/chairs reservation and set-up.

**Note: Fill in exact times so doors are unlocked and air/heat and lights are on. If any times change call your wedding consultant or 395-3092 to inform the Facilities Department. Only the rooms reserved will be available for your use.**

WHILE WE ARE PROUD OF OUR HISTORY OF ACCOMMODATING ALL GROUPS AND EVENTS, WE MUST RESERVE THE RIGHT TO CANCEL ANY SCHEDULED EVENT WITHOUT LIABILITY TO CENTRAL WESLEYAN CHURCH. (THIS WOULD ONLY HAPPEN IN CIRCUMSTANCES BEYOND OUR CONTROL.)

**COMPLETE THE RESERVATION FORM, ATTACH YOUR DEPOSIT AND MAIL TO:**

**CENTRAL WESLEYAN CHURCH  
446 WEST 40TH STREET  
HOLLAND, MI 49423  
ATTENTION: WEDDING**

Person Responsible for fees \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Signature of agreement to the information in this document

\_\_\_\_\_

**Members and Regular Attendees of Central Wesleyan Church (this can be bride, groom and/or parent of either or both) - \$635.** See fee details on Page 8. A \$50 deposit is required upon submission of the reservation form. It is non-refundable 60 days after your date has been approved. **An invoice will be sent one month before the wedding indicating the balance due.**

**Non-Attendees of Central Wesleyan Church - \$985.** See fee details on Page 8. A \$100 deposit must accompany this reservation form and is non-refundable 60 days after your date has been approved. **ALL remaining fees must be paid prior to your rehearsal. An invoice will be sent to you.**

**WHEN YOUR COMPLETED FORM AND DEPOSIT CHECK ARE RECEIVED YOUR RESERVATION WILL BE CONFIRMED ON THE CHURCH CALENDAR.**