

Fees

General Public:

Building Usage*: \$ 1,500

Officiating Minister: \$ 600

Premarital Counseling: \$ 200

Berkley Members /

Regular attendees:

Building Usage*: \$ 750

Officiating Minister: \$ 300

Premarital Counseling: \$ 200

*Includes Worship Center, dressing rooms, wedding hostess, custodial service and sound technician

*The guidelines outlined
in this brochure are
designed to make the
day memorable and
joyous while
maintaining the dignity
of the church, its
personnel and property.*

Berkley Hills Church
1670 Ball Ave NE
Grand Rapids, MI 49505
616.364.9505
berkleyhills.org

Wedding Coordinator:
Elise Smith
elise@berkleyhills.org

Wedding Brochure

Berkley Hills Church

Wedding dates must coordinate with the church calendar. Weddings are not conducted on Sundays or over holiday weekends. If a reservation is canceled two weeks or more before the secured date, one half of the deposit will be refunded. If canceled less than two weeks before, no refund will be given. Reservations are for use of the building for one hour of rehearsal and four consecutive hours on the day of the ceremony.

Three Easy Steps

1

Review this brochure, and then call the office to check for available dates on the church calendar.

2

Fill out and submit a wedding reservation form available at berkleyhills.org or in the church office.

3

After the reservation form is turned in and the office has confirmed the availability of the date and a minister, a deposit of one half of the total fees is necessary to reserve the date. The balance to be paid two weeks before the wedding.

Minister

You will have one scheduled planning meeting with the minister who will be conducting your ceremony. If you choose a minister who is not on staff at Berkley Hills, the clergy fee will be deducted. The senior Pastor must approve any minister not on staff.

Premarital Counseling

If a Berkley pastor is conducting your ceremony, you are required to attend five sessions with our licensed counselor. This is to ensure we are being faithful to God's view of marriage before you take your vows. This is offered at a discounted rate of \$200. We also strongly encourage couples to take the Financial Peace University Class we offer.

Wedding Hostess

The wedding hostess is the primary church contact for wedding details after your date is confirmed. Upon reserving the church, you will be contacted by our wedding hostess to set up a meeting. She will guide you through the facility policies, ceremony details, and answer any questions you might have throughout the planning process.

Wedding Policies

All persons entering the church must be respectful of the environment of the Lord's house. Rehearsals are scheduled for one hour. The wedding day reservation is for a total of four hours, which includes: before, during, and following the ceremony.

You will be held responsible for any damage to church property or equipment caused by your wedding party or guests.

Berkley does not assume responsibility for the damage to, or loss of, any articles left prior to, during or after your scheduled use of the building.

Berkley is a smoke-free and drug-free environment, both building and grounds.

The use of alcohol or non prescription drugs is prohibited. It is your responsibility to inform all who will be attending.

Use of candles is limited to the Worship Center and must be enclosed in stationary glass globes to comply with fire regulations. Exception: platform candle and unity candle. Wedding decor is limited to that which will not mar, scratch, soil or damage surfaces or fixtures. You must get approval for any decorations that need to be hung.

The throwing of rice, confetti or birdseed is not permitted. Products containing peanuts are not allowed in the kids area. No red food coloring. Children must be under the supervision of an adult at all times.

The building must be vacated by 9 pm on weekdays and 6 pm on Saturdays.

All items must be removed immediately. The building must be left in the same state in which it was found.

WEDDINGS OFF SITE

The wedding ceremony is one of the most sacred rites of the church. It is our hope that each ceremony is a sacred and worshipful experience.

Three Easy Steps

1. Review this, and then call the office to check for availability of pastors.
2. Fill out and submit a wedding reservation form available at berkeleyhills.org or in the church office.
3. After we receive your reservation form we will confirm the wedding date and the pastor officiating.

Wedding Fees (made out directly to the Pastor officiating)

Officiating Minister	\$600 (general public)
	\$300 (regular attenders)
Counseling	5 sessions for \$200 (general public)
	5 sessions for \$200 (regular attenders)

Location of wedding farther away than 25 miles:

- Mileage coverage per current IRS Standard Mileage Rate.
- Hotel for the night of the Rehearsal.
- Out of state weddings (>250 miles) airline ticket needs to be reimbursed.

If a reservation is canceled two weeks or more before the secured date, one-half of the deposit will be refunded. If canceled less than two weeks before, no refund will be given.

Full Payment for the Pastor and coverage for mileage is due 2 weeks prior to the wedding date.

Minister

You will have one scheduled planning meeting with the minister who will be conducting your ceremony.

Premarital Counseling with Tim Ulstad Counseling

You will be asked to attend five sessions with our Counselor Tim Ulstad. We encourage you to have four sessions before the wedding and then one session 6-12 months into the marriage. You are responsible to schedule your counseling appointments with Tim at 616.365.5604 or tim@timulstadcounseling.com prior to the wedding.

Wedding Reservation Form

Personal information about the engaged couple

Bride: _____ Groom: _____

Age: _____ Age: _____

Address: _____ Address: _____

City/State: _____ City/State: _____

Phone: _____ Phone: _____

E-Mail: _____ E-Mail: _____

Reg. Attender at Berkley: Yes/No

Reg. Attender at Berkley: Yes/No

Information about the wedding date

Wedding Location: _____

Wedding Date & Time: _____ Number of wedding guests: _____

Rehearsal Date & Time: _____ Number in wedding party: _____

Fees

	General Public	Member/Regular Attendee
Building Usage:	\$1,500	\$750
Clergy	\$600	\$300

Total Fee: _____

Deposit: _____ (to reserve the date and the minister)

Balance Due: _____ (two weeks prior to the rehearsal date)

Bride or Groom: _____ Date: _____

I have received the Berkley Hills Wedding Brochure and have read, understand and agree to its policies.

Ministry Coordinator: _____ Date: _____