

## Wedding Fees

### General Public

**Building Usage: \$ 650**  
Includes sanctuary, fellowship hall,  
dressing rooms, wedding hostess,  
custodial services and sound technician

**Officiating Minister: \$ 450**

## Wedding Fees

### Members & Regular Attendees

**Building Usage: \$ 450**  
Includes sanctuary, fellowship hall,  
dressing rooms, wedding hostess,  
custodial services and sound technician

**Officiating Minister: \$ 300**

## Special Fees

**Computer Technician \$ 50**

**Extra Per Hour Charge \$ 75**

## Berkley Hills

1670 Ball Avenue NE  
Grand Rapids, MI 49505  
616.364.9505  
[www.berkleyhills.org](http://www.berkleyhills.org)

### Administration:

Elise Smith  
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[esmith@berkleyhills.org](mailto:esmith@berkleyhills.org)

### Senior Pastor:

Kyle Brown  
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# Weddings

*Your Special Day*

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

*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.*

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 [www.berkeleyhills.org](http://www.berkeleyhills.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 total fees is necessary to reserve the date. The balance to be paid *two weeks before* the wedding.

## WEDDING POLICIES

### Minister

You will have at least 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 Hills minister will be conducting your ceremony, you will be asked to attend seven sessions with a member of our premarital counseling team. This is to ensure we are being faithful to God's view of marriage before you take your vows. Premarital counseling material is provided free of charge.

### Wedding Coordinator

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

### Music

If you need a list of available musicians, please contact the wedding coordinator. You will be responsible for paying an honorarium to the musician you choose. Fees vary.

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.

It is expected that the building and its furnishings will be treated with respect and care. You will be held responsible for any damage to church property or equipment caused by your wedding party or guests.

Berkley Hills 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 Hills 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 sanctuary and must be enclosed in stationary glass globes to comply with fire regulations. Exception: platform candles and unity candle. Drop cloth required.

Wedding décor 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. Check with wedding coordinator for other suggestions.

Food items are limited to the kitchen and fellowship hall. No red punch or grape juice.

Children must be under the supervision of an adult at all times.

The building must be vacated by 9 pm on weekdays and 7 pm on Saturdays. All items must be removed immediately unless prior arrangements have been made with the wedding coordinator. The building must be left in same state in which it was found.