

Building and Grounds Use Agreement - Central Park Chapel

Located at: 552 Grove Ave., Holland, MI 49423 *(please do not send mail to this address!)*

Mail wedding contracts and deposit to:

Bob & Laura Van Wyk, 1127 Edna St. SE, Grand Rapids, MI 49507

Wedding of:

Bride: _____ Groom _____ Parking Attendants Names (required):
 Address _____ Address _____ 1. _____
 _____ 2. _____

Bride Phone: _____ Groom Phone: _____ Minister: _____
 (____) _____ (____) _____

Email: _____ Email _____ Florist: _____

Date of Rehearsal: _____ Time: _____ Photographer: _____
 _____ Date of Wedding: _____ Time: _____ Master&Mistress: _____

LESEE HEREBY AGREES TO THE FOLLOWING:

--Please carefully review and share with ALL persons in the wedding party.

Number of Guests _____

1. **Alcoholic Beverages** or **Gum** are **NOT** to be dispensed/consumed in the buildings or on the grounds. **This Venue is Non-Smoking.**
2. Children are to be supervised so they are not a nuisance to the neighbors.
3. Litter must be picked up and placed in trash containers.
4. All Weddings are held inside the Chapel; there is no outside seating allowed.
5. The Lessee is responsible for loss or damage to property, facilities, equipment, furnishings, or failure to comply with regulations.
6. Flowers/Decorations will leave **NO signs of damage** to the property, including water leakage/stains from floral vases/containers.
7. All Decorations must be removed immediately following the wedding ceremony. Caretaker will be happy to assist.
8. **Tape, nails, thumbtacks, or staples** are NOT allowed. **Use existing nails and 3M Command Strips/Hooks only** with white pipe cleaners
9. **Dripless** candles may be used on pulpit area. Battery powered candles may be used throughout the Chapel.
10. **Inform your Florists, Decorators, Parents, and Wedding Party of the Chapel guidelines to avoid confusion.**
11. Rice or real flower petals are NOT allowed, which stain the rug and sidewalks. May use silk petals or bird seed. Glitter is prohibited.
12. Receptions are not permitted on the grounds.
13. **Rehearsals must be at or after 6 pm and last no more than one hour.** Please be prepared before you arrive.
14. Only the Wedding Party should be present at the rehearsal, including Parents and the Master & Mistress of Ceremonies. Young children should not be brought to the rehearsal unless they are Flower Girls or Ring Bearers.
15. **An Itinerary** of the wedding, including your plans for the rehearsal & wedding day are needed by the Caretaker at the rehearsal.
16. Walking is prohibited to neighboring properties. Use white gravel walkway paths.
17. The Fire Dock (one block east on Lake Dr.) is public property for lakefront access.
18. **Busses or limos may NOT idle during the wedding service or park in the street. Call or text drivers when ready for departure.**
19. **Must have two (2) parking attendants to help guests find parking spots and to enforce parking rules. No parking in the street. Parking attendants may not be attendants in the bridal party, as they must remain in the lot until all cars are parked.**
20. A **non-refundable** Deposit of \$400.00 will reserve use of the chapel, written to the Central Park Chapel.
21. Balance of \$600.00 due at least one week before the wedding, written to Laura Van Wyk.
22. Official Chapel personnel will remove Chapel Banners.
23. Central Park Chapel's Caretaker shall be responsible for locking the premises.
24. Caretaker is present at Rehearsal & Wedding.

Make checks for Reservation Deposit (\$400) payable to: Central Park Chapel

Make checks for remaining Balance(\$600), due one week before the wedding, payable to: Laura Van Wyk

Mail Contract, Deposit and Balance to: Bob & Laura Van Wyk, 1127 Edna St. SE, Grand Rapids, MI 49507

Signature(s) of lessee(s) Date

Questions regarding weddings can be directed to:
Bob & Laura Van Wyk

P: 616-243-4817, E: hollandcentralparkchapel@gmail.com (preferred method of communication)