

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: _____

Day & Date of Rehearsal: _____ Time: _____ Photographer: _____

Day & Date of Wedding: _____ Time _____ Master&Mistress: _____

Lessee 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 is NOT** to be dispensed or consumed in the buildings or on the grounds. This is **Non-Smoking** venue.
2. Children must 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. Responsibility 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 following the wedding ceremony. Caretaker will be happy to assist with this.
8. Tape, Nails, Thumbtacks, Staples are NOT allowed. Use **existing** nails and 3M Command Strips/Hooks with white pipe cleansers.
9. Inform your Florists, Decorators, Parents, and Wedding Party of the Chapel guidelines so there is no confusion.
10. Rice or real flower petals are NOT allowed, which stain the rug and sidewalks. May use silk petals or birdseed. Glitter is prohibited.
11. Receptions are not permitted on the grounds
12. Rehearsals must be at or after 6 pm and last no more than one hour. Please be prepared before you arrive.
13. 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.
14. **An Itinerary** of the wedding, including your plans for the rehearsal & wedding day are needed by the Caretaker at the rehearsal.
15. Walking is prohibited to neighboring properties. Use white gravel walkway paths.
16. **The Fire Dock (one black east on Lake Dr.) is public property for lakefront access.**
17. **Busses or limos may not idle during the service and may not park in the street.**
18. **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.
19. Deposit of \$375.00 will reserve use of the chapel, written to the Central Park Chapel.
20. Deposit is non-refundable 90 days prior to event.
21. Balance of \$475.00 is 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 (\$375) payable to: Central Park Chapel

Make checks for remaining Balance (\$475), sent at least 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)