

Building and Grounds Use Contract - Central Park Chapel

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

Mail contract 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: _____
 (____) _____ (____) _____ Florist: _____

Email: _____ Email _____

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

Day & Date of Wedding: _____ Time _____ Master&Mistress: _____
Please carefully review and share with ALL persons in the wedding party. **Number of Guests** _____

I, as Lessee, my wedding party and guests, hereby agree to adhere to the following Chapel policies:

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. Flowers/Decorations will leave **NO signs of damage** to the property, including water leakage/stains from floral vases/containers.
6. All decorations must be removed immediately following the wedding ceremony. Caretaker will be happy to assist with this.
7. *Tape, Nails, Thumbtacks, Staples are NOT allowed.* Use **existing nails and 3M Command Strips/Hooks** with white pipe cleaners.
8. Inform your florists, decorators, parents, wedding party, and guests of the Chapel policies so there is no confusion.
9. Rice or real flower petals are NOT allowed, which stain the rug and sidewalks. May use silk petals or birdseed. Glitter is prohibited.
10. Receptions are not permitted on Chapel grounds.
11. **Rehearsals must be at or after 6 pm and last no more than one hour.** Please be prepared before you arrive.
12. Only the wedding party may be present at the rehearsal, including parents and the Master & Mistress of Ceremonies. Young children may not be brought to the rehearsal unless they are flower girls or ring bearers.
13. **An itinerary** of the wedding, including your plans for the rehearsal and wedding day must be submitted to the Caretaker at the rehearsal.
14. Walking to neighboring properties is prohibited. Use white gravel walkway paths to and from the parking lots.
15. The Fire Dock (one block east on Lake Dr.) is public property for lakefront access.
16. **Vehicles (including buses or limos) may not idle during the service and may not park in the street. Busses or limos may park/idle at Central Park Church back corner parking lot at the corner of Pleasant Ave. and Floral St., about 1 block away from the chapel.**
17. **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.**
18. A **non-refundable** Deposit of \$400.00 is required to reserve use of the chapel. Please make checks payable to Central Park Chapel.
19. Balance of \$600.00 is due at least one week before the wedding. Please make this check payable to Laura Van Wyk.
20. Chapel personnel will remove Chapel Banners.
21. Chapel's Caretaker is responsible for locking the premises.
22. Chapel's Caretaker must be present at rehearsal and wedding.

I accept full responsibility for loss or damage to property, facilities, equipment, furnishings, or failure to comply with Chapel policies. **Make checks, for non-refundable 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 _____