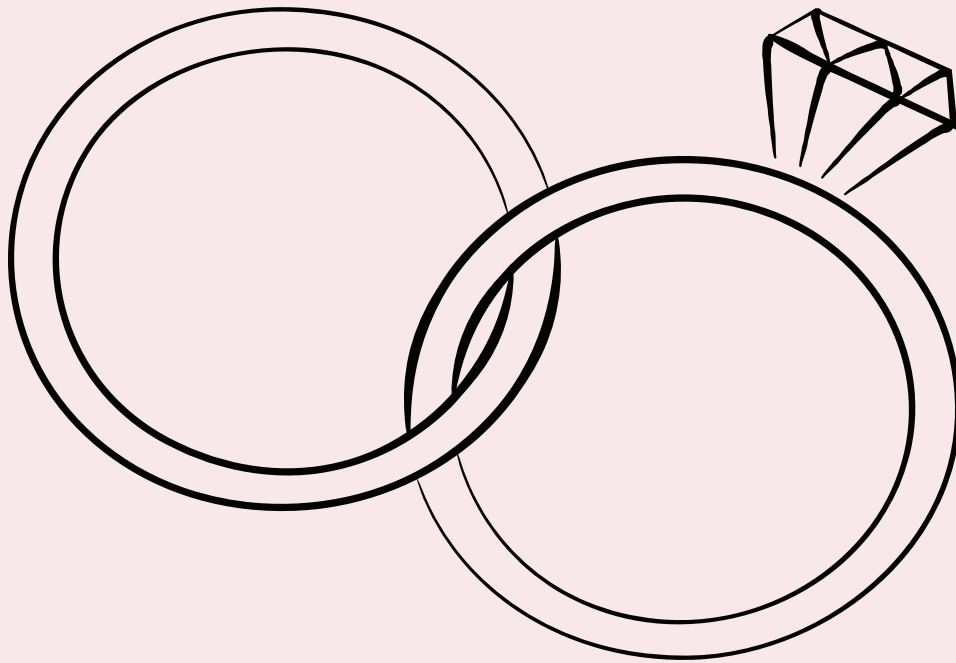


# WEDDING *Guidebook*



# Congratulations on your engagement and upcoming marriage!

Congrats! We know that your wedding day is very special! It is our goal to help facilitate a joyful and meaningful experience on your wedding day. Our Wedding Guidebook explains how weddings work at Harbor Churches. We encourage you, both the bride and groom, to carefully read our guidebook to become familiar with our processes and best practices. And please, don't hesitate to contact us if you have any questions.

## Wedding Checklist

<b>At least 6 months prior to your wedding day</b>	<b>1 to 3 months prior to your wedding day</b>	<b>30 days prior to your wedding day</b>	<b>2-3 weeks prior to your wedding day</b>
<p>Contact the Facilities Representative to:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Check facility availability</li><li><input type="checkbox"/> Submit your completed Wedding Application Form</li><li><input type="checkbox"/> Confirm your wedding date is secure</li><li><input type="checkbox"/> Arrange for the Pastor who will be facilitating your ceremony</li><li><input type="checkbox"/> Set up an appointment with a Harbor Churches Pastor to review your Wedding Application and Marriage Counseling.</li><li><input type="checkbox"/> Pay Venue Fee Deposit</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> Meet with your Harbor Churches officiating pastor to review your Wedding Application and begin Marriage Counseling</li><li><input type="checkbox"/> Your Facilities Representative will contact you to schedule a meeting to discuss your ceremony details, including AVL and projection needs</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> Pay balance of Venue Fee</li><li><input type="checkbox"/> Meet with Facilities Representative to discuss ceremony details. If applicable, the AVL Technician will be present for part of this meeting</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> Obtain marriage license (Marriage licenses are valid for 33 days in Michigan)</li><li><input type="checkbox"/> Confirm final details about your wedding with the following Harbor staff:<ul style="list-style-type: none"><li><input type="checkbox"/> Facilities Rep</li><li><input type="checkbox"/> Audio Technician</li><li><input type="checkbox"/> Projection Technician</li><li><input type="checkbox"/> Pastor facilitating the ceremony</li></ul></li></ul>

## Wedding Services

### Facility Representative

A Facility Representative will be assigned to your wedding to assist you during the rehearsal and ceremony based on the location you choose. The Facility Representative will meet with you to discuss details about the facility, equipment usage and the order of the ceremony. The Facility Representative does not assist in planning the wedding, but will assist in the execution of the rehearsal and wedding to ensure they run smoothly and will confirm the setup and cleanup of your wedding.

### Setup and Custodial Services

Harbor Churches provides setup and custodial services for your wedding, including the ceremony space, reception space, bridal and groom's rooms and restrooms. This does not include setting up or removing decorations. An additional custodial fee will be required if you choose to utilize the space included in the venue fee beyond the noted timeframes. This additional fee covers staff time, utilities, etc.

## Audio Technician

An Audio Technician will be assigned to your wedding to ensure your audio needs are met during the wedding rehearsal and ceremony, including operating sound during the ceremony and setting up the audio equipment. The Facilities Representative will coordinate a meeting with you and the Audio Technician at least 30 days before your wedding to discuss any audio needs you may have.

## Projection Technician

If needed, a Projection Technician will be assigned to your wedding to display visual graphics you may have for your wedding ceremony. The Projection Technician provides multimedia, DVD and PowerPoint type services but does not videotape the wedding. The Facilities Representative will coordinate a meeting with you and the Projection Technician at least 30 days before your wedding to obtain any computer files needed for this service. A 30-day timeframe is needed to ensure that both parties' equipment is compatible. If this service is desired, please inform the Facility Representative as soon as possible. Additional fees will apply.

# Wedding Requirements

## Pastor

It is the responsibility of the bride and groom to secure a Harbor Churches Pastor to facilitate your wedding. This will need to be arranged with the Facilities Representative at least 6 months prior to your wedding. There are various Pastoral Staff available to perform weddings; if the pastor you've requested is not available, feel free to contact each facility representative about other available pastoral staff.

For on-site weddings, the fee for the Pastor, marriage preparation counseling, ceremony planning, leading the rehearsal, and the wedding ceremony is included with the full wedding fee and will be payable according to the fee structure noted later in the venue fees. Requests for pastors to officiate an off site wedding will be considered on a case-by-case basis. A fee of \$300 is required for the Harbor Churches Pastor and his/her services. Pastors who are not from Harbor Churches must be approved by the Campus Supervisor through the Facilities Representative.

## Ceremony & Rehearsal Timeframes

Wedding parties are given a five-hour block of time on the wedding day.

### Friday Weddings:

- A Friday wedding may be scheduled up to 7:30pm
- Rehearsals on Thursday for a Friday wedding need to be arranged in advance through the Facilities Representative and are not guaranteed.

### Saturday Weddings:

- A Saturday wedding must be scheduled so that the Worship Center is cleared out by 5pm including decorations and picture taking with the photographer.
- Rehearsals taking place on Friday, for a Saturday wedding, are available but dependent upon other scheduled events.

## Marriage Preparation Counseling

Engaged couples should participate in the marriage preparation retreat, counseling sessions with the pastor, or counseling sessions approved by the pastor performing the ceremony.

## Musicians and Vocalists

The bride and groom are responsible for arranging for their own musicians and vocalists. The bride and groom are responsible for choosing music that honors God.

## Photographer

It is recommended that all photos be taken prior to the wedding. If photos are taken in the venue after the wedding, it is still necessary to vacate the venue by the required time.

## Florist

The bride and groom are responsible for scheduling a floral setup time for the wedding and arranged in advance with the Facilities Representative. The wedding party is responsible for removing all flowers, candles, decorations, wedding programs, etc. from the venue immediately following the wedding. The florist must pick up all materials promptly after the wedding.

**Please note:** All candles are to be flameless (i.e. LED technology). If an open-flame Unity Candle is desired in the ceremony, please notify the Facility Representative to make special arrangements.

See [iccsafe.org](http://iccsafe.org) | 2015 International Fire Codes.

## Furnishings and Decorations

- The venue will be accessible and available on the day of the wedding. If the facility is available on a day prior to the wedding day, additional fees will apply for staffing.
- Harbor Churches provides an "empty stage" for the wedding ceremony and the bride and groom are welcome to determine the

placement of ceremony items.

- Items that can be provided if requested in advance with the Facilities Representative include a podium, a guest book stand, and a table for the Unity Candle.
- Items not provided are candelabras, flowers, greenery, lighters, and other décor items.
- Furniture may only be moved with prior authorization from a Facilities Team member.
- Putty or hanging devices are permitted if they are not permanent and prior arrangements have been made for their use. Tacks, nails and tape may not be used.
- Church-owned furnishings and equipment may not be moved without permission of the Facilities Representative. Furnishings or equipment that is approved to be moved must be placed back in their original locations immediately following the ceremony.
- Church-owned furnishings and equipment may not be removed from the building.

### **Recordings**

CD's or MP3's may be available through prior arrangements with the Audio Technician. Harbor Churches does not provide video recordings of the wedding. If video recording is desired, the bride and groom may make private arrangements with a videographer.

### **Dressing Rooms and Snack Areas**

Two dressing rooms will be provided and will be available approximately three (3) hours

prior to the start of the wedding (based on the fact that wedding parties are given a five-hour block of time for the venue usage on the day of the wedding). Food may be brought into the dressing rooms or provided near the vicinity of the dressing rooms and must be cleaned immediately following the wedding. Kitchens or kitchenettes are not available for usage.

### **Rehearsal Dinners and Receptions**

Some venues may have suitable accommodations for rehearsal dinners and/or receptions. Separate rental agreements and fees will apply.

### **Additional Details**

- Alcoholic beverages, smoking and/or guns are not allowed anywhere on the church property.
- Throwing rice or bird seed is not permitted.
- Red punch may not be served.
- Glitter may not be used on any of the decorations, including tables, bulletins, flowers, etc.
- A person from the wedding party must be on-site when the church is unlocked.
- When the church is vacated after the event has completed, the doors must be locked. Contact the Facilities Representative if there are any complications or questions.
- Harbor Churches is not responsible for lost or stolen property.
- Harbor Churches does not staff or have nursery facilities available for weddings.

## *Venue Fees*

### **Payment Terms**

- Deposit: 50% of Venue Fee due upon booking to reserve the date.
- Balance: 50% balance of Venue Fee due 30 days prior to the wedding date.
- Additional travel & accommodations fees will be added for weddings outside of the local area.
- If your wedding requires additional time outside of what is specified in the venue fee, a \$50/hour custodial fee will be required to cover the cost of staff time and facility usage costs incurred.

### **Special Arrangements & Fees:**

- Non-Harbor Churches Pastors: A credit of \$150 will be applied to the final balance if you have a non-Harbor Churches Pastor officiate your wedding.
- Pastor Fee for Non-Harbor Churches Venues: If your wedding is not at a Harbor Churches venue but a Harbor Churches pastor officiates your wedding, the honorarium fee is \$300 due in full at the first Marriage Preparation Session with the pastor. Please make check payable to Harbor Churches.

### **Refund Policy**

- Prior to 30 days: 75% of the deposit will be refunded.
- After 30 days: 50% of the fee will be refunded up to two (2) weeks prior to the event. No refund will be granted after two (2) weeks prior to the event

# Harbor Life Church

## Worship Center (Grandville)

### Venue Fees include coverage for the following:

- Pastor (Includes Marriage Prep & Ceremony Planning Sessions, Rehearsal and Ceremony)
- Facility usage of the venue for rehearsal (1-hour block of time) and ceremony (5-hour block of time on wedding day)
- Facilities Representative Services
- Custodial Services
- Technical Services: Up to two hours included for Audio Technician (combined total for rehearsal and day of ceremony)

### Venue Fees

Active member: \$950      Non-member: \$1,200

## Chapel (Grandville)

### Venue Fees include coverage for the following:

- Pastor (Includes Marriage Preparation and Ceremony Planning Sessions, and officiant of Rehearsal and Ceremony)
- Facility usage of the venue for rehearsal (1-hour block of time) and ceremony (5-hour block of time on wedding day)
- Facilities Representative Services
- Custodial Services
- Note: Audio Technician is not needed.

### Venue Fees

Active member: \$700      Non-member: \$900

# South Harbor Church

## Worship Center (Byron Center)

### Venue Fees include coverage for the following:

- Pastor (Includes Marriage Preparation and Ceremony Planning Sessions, and officiant of Rehearsal and Ceremony)
- Facility usage of the venue for rehearsal (1-hour block of time) and ceremony (5-hour block of time on wedding day)
- Facilities Representative Services
- Custodial Services
- Technical Services: Up to two hours included for Audio Technician (combined total for rehearsal and day of ceremony)

### Venue Fees

Active member: \$ 900      Non-member: \$1,100

# Fair Haven Church

## Worship Center (Hudsonville)

### Venue Fees include coverage for the following:

- Pastor (Includes Marriage Preparation and Ceremony Planning Sessions, and officiant of Rehearsal and Ceremony)
- Facility usage of the venue for rehearsal (1-hour block of time) and ceremony (5-hour block of time on wedding day)
- Facilities Representative Services
- Custodial Services
- Technical Services: Up to two hours included for AVL Technician (combined total for rehearsal and day of ceremony)

### Venue Fees

Active member: \$ 950      Non-member: \$1,200

## The Rock (Hudsonville)

### Venue Fees include coverage for the following:

- Pastor (Includes Marriage Preparation and Ceremony Planning Sessions, and officiant of Rehearsal and Ceremony)
- Facility usage of the venue for rehearsal (1-hour block of time) and ceremony (5-hour block of time on wedding day)
- Facilities Representative Services
- Custodial Services
- Facilities Team - additional setup required
- Technical Services: Up to two hours included for Audio Technician (combined total for rehearsal and day of ceremony)

### Venue Fees

Based on Attendance Ranges

Active member:	Non-member:
\$700 for 1-100	\$900 for 1-100
\$900 for 101-200	\$1,100 for 101-200

## Next Steps

### Wedding Applications

Harbor Life: [Click Here](#)

Fair Haven: [Click Here](#)

South Harbor: [Click Here](#)