

Calvary Church Application For On-Site Weddings

Your Wedding Application Appointment must take place at least three months and 18 months prior to your wedding date. To reserve the church facility, return this application with an **approved signature**, along with a check for fees, within 14 days to Calvary Church, PO Box 1600, Grand Rapids MI 49501, Attn: Facility Coordinator.



Bride's Information	
Bride's Name _____	Age _____
Do you attend Calvary Church and if so, for how long? _____	
Are you a member? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Phone _____	
Email _____	
Address _____	
City _____	Zip _____
Parents _____	
Phone _____	
Do they attend Calvary Church and if so, for how long? _____	
Are they members? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Address _____	
City _____	ST _____ Zip _____

Groom's Information	
Groom's Name _____	Age _____
Do you attend Calvary Church and if so, for how long? _____	
Are you a member? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Phone _____	
Email _____	
Address _____	
City _____	Zip _____
Parents _____	
Phone _____	
Do they attend Calvary Church and if so, for how long? _____	
Are they members? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Address _____	
City _____	ST _____ Zip _____

Wedding and Rehearsal Information	
Date of Wedding _____	Time _____ Day _____
**To change the time or date of your wedding, you must contact the Facility Coordinator immediately at ext. 5156.	
Date of Rehearsal _____	Time _____ Day _____
<input type="checkbox"/> Chapel: seats up to 300 <input type="checkbox"/> Sanctuary: seats up to 1900 <input type="checkbox"/> Other Location: _____	
Estimated Number of Wedding Guests _____	Number of Bridal Party Attendants _____
Reception To Be Held at Calvary <input type="checkbox"/> No <input type="checkbox"/> Yes If at Calvary Church, complete application on reverse side.	
Rehearsal Dinner To Be Held at Calvary <input type="checkbox"/> No <input type="checkbox"/> Yes If YES, complete application on reverse side.	
Officiating Pastor:	
<input type="checkbox"/> We request that a Calvary pastor officiate our wedding: <i>Pastor's Name</i> _____	
<input type="checkbox"/> We will have a non-Calvary person officiate our wedding: (Must be pre-approved)	
Name _____	<input type="checkbox"/> Ordained <input type="checkbox"/> Licensed Church/Organization _____
Location _____	Phone _____ (Approved by _____ Date _____)

Relationship Status		Marriage Preparation Plan (Required)	
Bride	Groom	<input type="checkbox"/> Calvary Counseling with _____ <input type="checkbox"/> Calvary Pre-marital Couples Mentoring with _____ <input type="checkbox"/> Calvary Remarried Counseling with _____ <input type="checkbox"/> Outside Pre-marital counseling with _____ (needs pre-approval)	
<input type="checkbox"/> Never Married	<input type="checkbox"/> Never Married	Required to Attend: Being One – God's Design for Marriage <input type="checkbox"/> Feb <input type="checkbox"/> May <input type="checkbox"/> Sept	
<input type="checkbox"/> Divorced	<input type="checkbox"/> Divorced		
<input type="checkbox"/> Widowed	<input type="checkbox"/> Widowed		

Office Use Only	
Application Date Received _____	By: _____
Application Approval Date _____	Time: _____ With: _____
Approved By: _____	Date: _____
Copies to: <input type="checkbox"/> Facilities <input type="checkbox"/> Finance <input type="checkbox"/> Lynnell <input type="checkbox"/> Media <input type="checkbox"/> Kristen <input type="checkbox"/> Kevin <input type="checkbox"/> Other _____	
Ceremony Coordinator Assigned _____	Date Assigned _____
Wedding Fees Paid <input type="checkbox"/> Yes <input type="checkbox"/> No	Check # _____ Date Paid _____ Amount _____ Check From _____
Reception Deposit Paid <input type="checkbox"/> Yes <input type="checkbox"/> No	Check # _____ Date Paid _____ Amount _____ Check From _____
Rehearsal Dinner Deposit Paid <input type="checkbox"/> Yes <input type="checkbox"/> No	Check # _____ Date Paid _____ Amount _____ Check From _____
Reception Balance Due _____	Date Paid _____ Rehearsal Dinner Balance Due _____ Date Paid _____

Turn over for more information and scheduling of your reception and/or rehearsal dinner at Calvary Church.

Decorating Guidelines and Restrictions

1. Any group that uses the facilities must assume responsibility for damage or destruction of church property.
2. You are responsible for the immediate removal of all decorations for your wedding and/or reception.
3. All floral equipment (candelabra, kneeling benches, etc.) must be removed from the church within one hour from end of ceremony.
4. Failure to comply can result in losing your \$400.00 deposit.

For other guidelines and restrictions, please refer to your copy of "Policies for Use of Facilities" in your Bride's book.

Facility Fees

Chapel Facility Package

1. Cost of use of chapel & facility services..... \$500.00
(due two weeks prior to wedding date)
2. Technical Services for two hours.....\$100.00
(Lights/P.A. Operator for day of the wedding)
3. Ceremony Coordinator.....\$150.00

Chapel Facility Package.....\$750.00

Refundable deposit.....\$400.00
(due at the time the space is reserved)

Sanctuary Facility Package

1. Cost of use of Sanctuary & facility services.....\$1000.00
(due two weeks prior to wedding date)
2. Technical Services for two hours
(Lights/P.A. Operator for day of the wedding).....\$100.00
3. Ceremony Coordinator.....\$150.00

Sanctuary Facility Package.....\$1250.00

Refundable deposit.....\$400.00
(due at the time the space is reserved)

The Gathering Place.....\$500.00

To have Technical Services staff for more than two hours or to attend your rehearsal, we require an additional fee of \$50 per hour needed.

***A check for fees or deposit must accompany the application.**

Ceremony Coordinators

1. Calvary's Ceremony Coordinators are here to help you prepare your ceremony outline, facilitate your wedding rehearsal, and be a personal contact for the bride and other bridal party members regarding facility policies and church support staff. Ceremony Coordinators do not assist with planning your wedding or reception.
2. You are responsible to schedule a ceremony planning meeting with your officiating pastor.
3. A Ceremony Coordinator will contact you approximately three to four months prior to your wedding date.
4. A Calvary Ceremony Coordinator is required when using Calvary's facility for a wedding.

Revised 10/17 Lmb

Wedding Reception Application

Based on your estimated number of guests, the Gathering Place can accommodate up to 400 people and be reserved for your event with a 50% down payment. You must contact Kevin Troupe at 956-9377 ext. 5138 for reservations. Upon final set-up meeting (approximately 7-10 days before the event), the exact rooms and set-up needs will be determined and the balance of the Facility Fees are due in full.

To arrange your reception meal, you must contact Kevin Troupe as soon as possible at 956-9377, ext. 5138.

Meal prices will be set by Kevin, Culinary Service & Special Events Director, and are due upon completion of your reception.

Day and Date of Reception _____ **Est. Number Attending** _____

Time of Reception: Start _____ **AM/PM** **End** _____ **AM/PM**

On most occasions, you will be able to decorate for your wedding reception one day before your wedding, please schedule this decorating time with the Facility Coordinator when you are scheduling your wedding reception.

Date you will begin decorating _____ **Time: Start** _____ **AM/PM** **End** _____ **AM/PM**

Please see Decorating Guidelines above and refer to your copy of "Policies for Use of Facilities" for decorating guidelines and restrictions.

Arrangements for decorating and set up of tables and chairs need to be coordinated through the Facility Services Department. Please contact the Facility Director approximately **two weeks** before your wedding date to schedule a meeting time.

Rehearsal Dinner Application

Based on your estimated number of guests, the rehearsal dinner area can be reserved for your event with a 50% down payment. Upon final set-up meeting (approximately 7-10 days before the event), the exact rooms and set-up needs will be determined and the balance of the Facility Fees are due in full.

To arrange your rehearsal meal, you must contact Kevin Troupe as soon as possible at 956-9377 ext. 5138.

Meal prices will be set by Kevin, Culinary Service & Special Events Director, and are due upon completion of your dinner.

Day and Date of Dinner _____ **Est. Number Attending** _____

Time of Dinner: Start _____ **AM/PM** **End** _____ **AM/PM**

Arrangements for decorating and set up of tables and chairs need to be coordinated through the Facility Services Department. Please contact the Facility Director approximately **two weeks** before your wedding date to schedule a meeting time.

Please see Decorating Guidelines above and refer to your copy of "Policies for Use of Facilities" for decorating guidelines and restrictions.