

# Wedding Rental Agreement

**Non-Member**

**Princeton Christian Reformed Church**

**Phone: 455-0110; Fax: 455-0014**

Please fill in the date that you would like to rent/reserve facility and sign this application. Please include a day and evening phone number. Keep one copy for your files and return one copy to:

Princeton CRC  
5330 Kalamazoo Avenue SE  
Kentwood, MI 49508

I am requesting the use of Princeton CRC for the following dates:

Wedding Date \_\_\_\_\_ Time \_\_\_\_\_ AM/PM

Rehearsal Date \_\_\_\_\_ Time \_\_\_\_\_ AM/PM

I have read and understand the rules and rates for the use of the facilities and I accept the responsibilities and will pay whatever fees are required.

SIGNED: \_\_\_\_\_ Date Signed: \_\_\_\_/\_\_\_\_/\_\_\_\_

## PERSONAL INFORMATION

Full name of the Groom \_\_\_\_\_

Church Membership at \_\_\_\_\_

Full name of the Bride \_\_\_\_\_

Church Membership at \_\_\_\_\_

Address \_\_\_\_\_

Telephone: Daytime \_\_\_\_\_ Evenings \_\_\_\_\_

\*Minister Officiating \_\_\_\_\_ Phone: \_\_\_\_\_ of what church: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_

\*If the services of the Princeton pastor are being requested, the following requirements must be fulfilled: 1. Verify pastor's availability 2. Completion of no less than 3 pre-marital counseling sessions with the pastor 3. A formal rehearsal with the pastor in attendance

Sanctuary and Dressing Rooms (Includes Church Fee, and Custodial Fee)	\$500.00_____	\$_____
Princeton Pastor's Fee	\$300.00_____	\$_____
Aisle/Pew Candle Holders (32 available) (Charge includes the candle)	_____ @ \$7.00 ea	\$_____
Sound System	\$100 _____	\$_____
Princeton CRC Organist	\$180 _____	\$_____
	<b>Total</b>	\$_____

**\$100.00 - Non-Refundable Deposit** Check # \_\_\_\_\_ \$\_\_\_\_\_

**Balance Due** \$\_\_\_\_\_

**Balance Paid** Check # \_\_\_\_\_ \$\_\_\_\_\_

(Check is to be made out Princeton CRC with balance to be paid prior to the event or entire cost to be paid prior to the event)

Any person(s) desiring to use the church premises for weddings shall confirm the availability of the church for the date with the church secretary. The church secretary, will notify the person(s) upon availability of the church.

No reservation will be considered confirmed until request forms are received with the deposit. Reservations will be taken on a first come first served basis.

The rehearsal is typically scheduled for one hour on the day prior to the wedding. If rehearsal lasts longer than 2 hours, an additional fee of \$25.00 per hour will be issued.

No wedding will begin after 3:00pm on Saturday and the building must be vacant by 4:30pm. Special time requests must be submitted in writing to the custodian at the time of the reservation.

No bird seed, rice, confetti or the like may be thrown on Princeton Church's property. No alcoholic beverages are allowed on church property.

All floral arrangements are to be picked up by florist immediately following the wedding. Please leave florist Phone No. with the Custodian.

**In the event of damage to any part of the candle, the glass globe or it's holder it is the responsibility of the renter to pay for repair and/or replace in full.**

Note: If you have any questions, please contact the Church Secretary, Cindy Roth or the Administrative Coordinator, Yvonne Elliott at 455-0110, the Custodian, Hank Koning at 281-0244.