

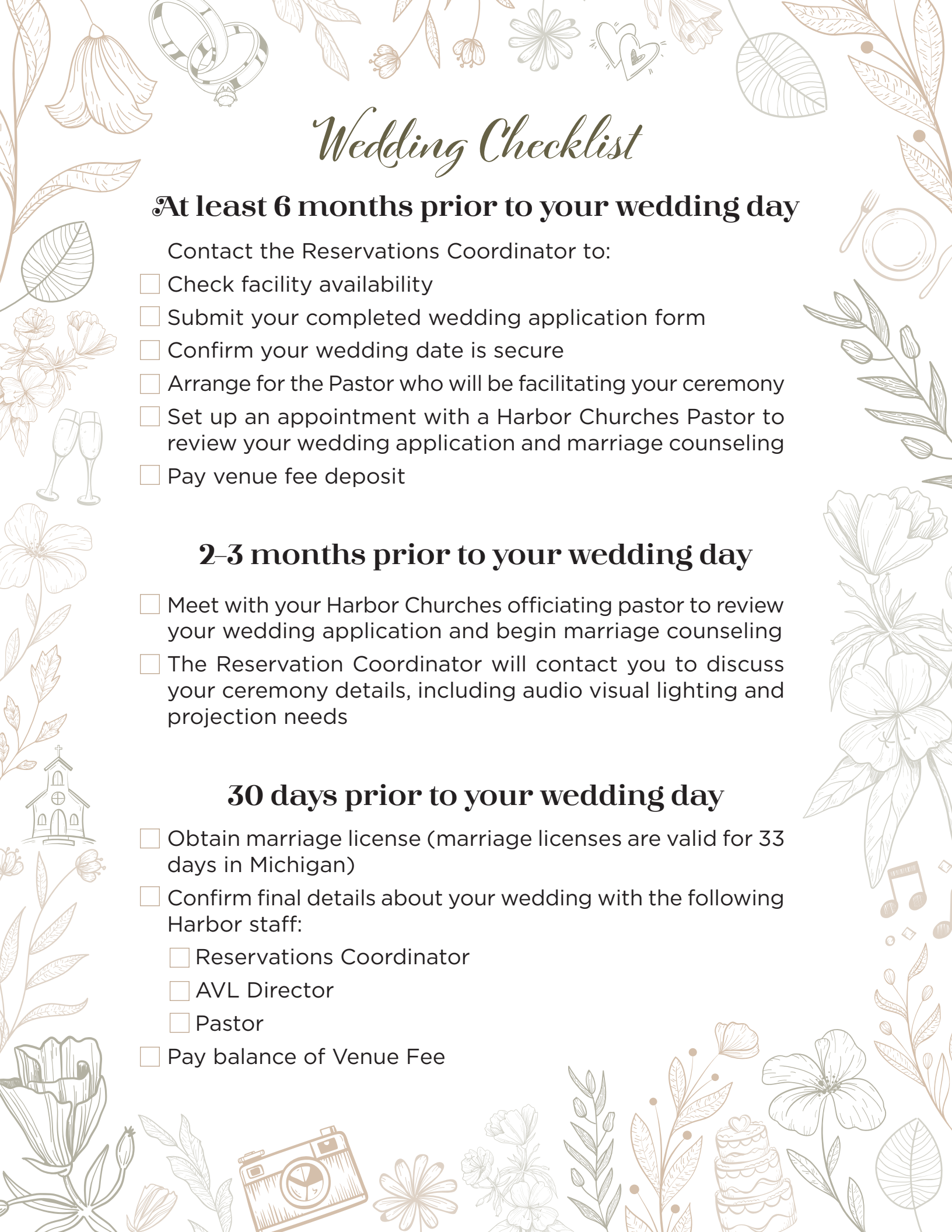


# Wedding

## GUIDEBOOK

### *Congratulations*

on your engagement and upcoming marriage! 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

## At least 6 months prior to your wedding day

Contact the Reservations Coordinator to:

- ☐ Check facility availability
- ☐ Submit your completed wedding application form
- ☐ Confirm your wedding date is secure
- ☐ Arrange for the Pastor who will be facilitating your ceremony
- ☐ Set up an appointment with a Harbor Churches Pastor to review your wedding application and marriage counseling
- ☐ Pay venue fee deposit

## 2-3 months prior to your wedding day

- ☐ Meet with your Harbor Churches officiating pastor to review your wedding application and begin marriage counseling
- ☐ The Reservation Coordinator will contact you to discuss your ceremony details, including audio visual lighting and projection needs

## 30 days prior to your wedding day

- ☐ Obtain marriage license (marriage licenses are valid for 33 days in Michigan)
- ☐ Confirm final details about your wedding with the following Harbor staff:
  - ☐ Reservations Coordinator
  - ☐ AVL Director
  - ☐ Pastor
- ☐ Pay balance of Venue Fee



# Wedding Services



## Reservations Coordinator

Our Reservations Coordinator will assist you in scheduling your wedding. The Reservations Coordinator will be available to meet with you to discuss details about the facility, equipment usage and the order of the ceremony. The Reservations Coordinator does not assist in planning the wedding, but will assist in the scheduling of the rehearsal and wedding to ensure they run smoothly and will confirm the setup and cleanup of your wedding.

## Setup and Custodial Services

Fair Haven provides setup and custodial services for your wedding, including the ceremony 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 Visual Lighting Technician

Up to 6 hours of tech time will be included in your wedding fee. Anything beyond 6 hours will be billed at \$45 per hour.



A 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, playing a slide show and setting up the audio equipment. All audio files must be MP3 or MP4 compatible and submitted to our AVL Director no later than 2 weeks prior to your rehearsal date.

If needed a projector is available for a slideshow to be played. This must be ProPresenter compatible and submitted to our AVL Director no later than 2 weeks prior to your rehearsal date. Fair Haven does not provide video recording of your wedding, should you choose to have a videographer please communicate that to the Reservations Coordinator.

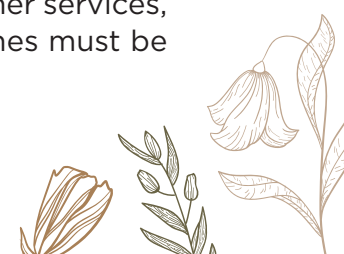


# Wedding Requirements

## 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 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 one of the 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. 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, this is included in the wedding fee. Pastors who are not from Harbor Churches must be approved by the Campus Supervisor through the Reservations Coordinator.





## Ceremony & Rehearsal Timeframes

Wedding parties are given access to the building no earlier than 8am on the wedding day. A timeline of your wedding should be provided to the Reservations Coordinator no later than 2 weeks prior to the wedding.

### 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 Reservations Coordinator 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. If you choose to have a Non-Harbor Churches Pastor conduct your ceremony, you are responsible for coordinating and paying for your own marriage prep session.

## Musicians and Vocalists

The bride and groom are responsible for arranging and paying for their own musicians and vocalists. The bride and groom are responsible for choosing music that honors God. Please inform the Reservations Coordinator if you will be having live performers and what their tech needs are.

## Photographer

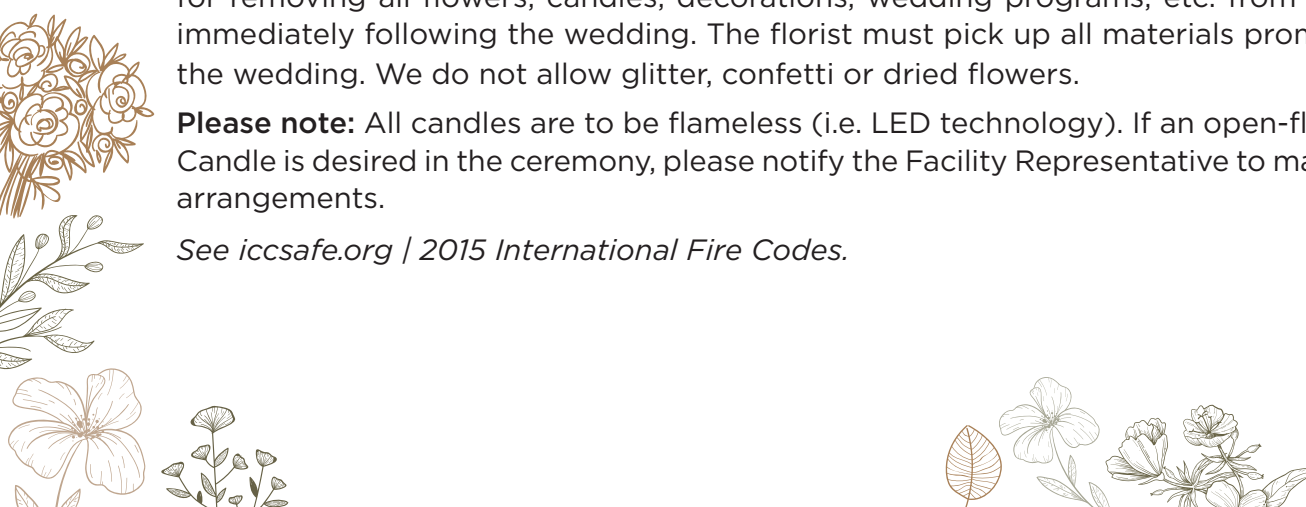
It is recommended that all photos be taken prior to the wedding. If photos are taken in the venue after the wedding, it is still necessary to vacate the venue by the required time.

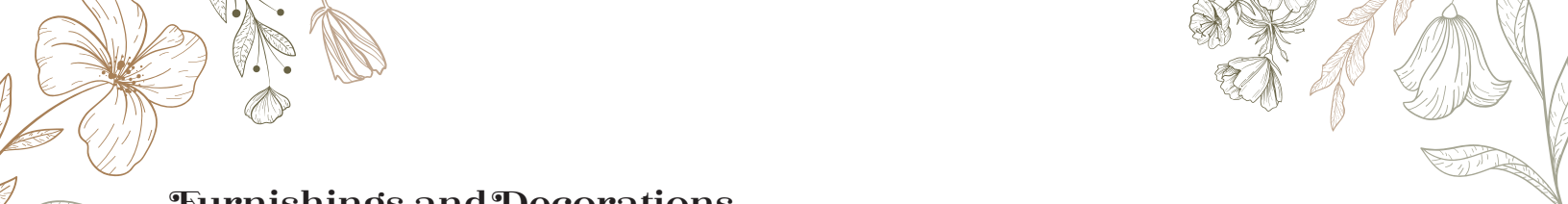
## Florist

The bride and groom are responsible for scheduling a floral setup time for the wedding and arranged in advance with the Reservations Coordinator. 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. We do not allow glitter, confetti or dried flowers.

**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 Reservations Coordinator include a podium, 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. We do not allow glitter, confetti or dried flowers.
- Church-owned furnishings and equipment may not be moved without permission of the Reservations Coordinator. 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

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

A Bride's room and a Groom's room are included in the rental. 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

The gym is available 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, bird seed, confetti or anything of like is not permitted.
  - Red punch may not be served.
  - Glitter, confetti and dried flowers may not be used in any decorations for your wedding.
  - 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 Reservations Coordinator 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 fee will be required to cover the cost of staff time and facility usage costs incurred.

## Special Arrangement & 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.

## 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
- Reservation Coordinator Services
- Custodial Services: Up to six hours included
- Technical Services: Up to six hours included for Audio Visual Lighting Technician
- Stage setup will be cleared off all instruments/microphones

### Venue Fees:

- Active Member Friday Fee: \$959
- Non-member Friday Fee: \$1,3700
- Active Member Saturday Fee: \$1,309
- Non-member Saturday Fee: \$1,870



## Reserve The Church

Once you decide to have your wedding at one of the above churches, please fill out the appropriate Wedding Application below. Please mail the wedding application along with your reservation deposit to the church that has been chosen.

Fair Haven: [Click Here](#)



# Wedding Officiants

## Harbor Churches Pastor List

Please contact your campus to inquire about availability. You may contact the pastor directly for the support staff at the campus. The support staff contact is shown below as well as the current list of our pastoral staff who perform wedding ceremonies.

| Campus                                                                                               | Phone        | Email                     |
|------------------------------------------------------------------------------------------------------|--------------|---------------------------|
| Fair Haven Church<br>2900 Baldwin Street<br>Hudsonville, MI 49426                                    | 616.662.2100 | FHinfo@harborchurches.org |
| Harbor Life Church<br>3085 Wallace Avenue SW<br>Grandville, MI 49418                                 | 616.534.0436 | HLinfo@harborchurches.org |
| South Harbor Church<br>1907 64th Street SW<br>Byron Center, MI 49315                                 | 616.531.3500 | SHinfo@harborchurches.org |
| Jamestown Harbor Church<br>Riley Streety Middle School<br>2745 Riley Street<br>Hudsonville, MI 49426 | 616.379.9778 | JHinfo@harborchurches.org |
| Wyoming Harbor Church<br>2141 Porter Street<br>Wyoming, MI 49519                                     | 616.333.1930 | WYinfo@harborchurches.org |

| Pastor            | Campus           | Email                                |
|-------------------|------------------|--------------------------------------|
| Greg VanderMeer   | Fair Haven       | greg.vandermeer@harborchurches.org   |
| Lori McCrum       | Fair Haven       | lori.mccrum@harborchurches.org       |
| Jeremy Kreuze     | South Harbor     | jeremy.kreuze@harborchurches.org     |
| Tim Wilson        | South Harbor     | tim.wilson@harborchurches.org        |
| Ben Peters        | Jamestown Harbor | ben.peters@harborchurches.org        |
| Brent Kladder     | Harbor Life      | brent.kladder@harborchurches.org     |
| Wally Harrison    | Walker Harbor    | wally.harrison@harborchurches.org    |
| Jordan Stonehouse | Wyoming Harbor   | jordan.stonehouse@harborchurches.org |

**Please Note:** Pastors that are not from Harbor Churches must be approved for officiating weddings through the church office.