

HARDERWYK MINISTRIES
Wedding Guidelines

- Wedding Usage Fees
 - Members \$250* *Must be a member of Harderwyk at date of reservation*
 - Non Members \$750
 - Deposit of \$100 is required at scheduling with a balance due one month prior to the event. The deposit is refundable up to one month prior to the event. Less than one month, the deposit is forfeited.
 - Facilities Included: Worship Auditorium, Dressing Rooms, Lower Level Kitchenette, Sound Equipment, Sound Technician (5 hours for rehearsal and wedding - \$30/hour will be billed if over 5 hours), Rehearsal Time, Custodial Service, Building Opening and Closing
 - Reservations for outdoor weddings using Harderwyk as a backup in case of bad weather require full payment and are non-refundable.
 - Receptions **may not** be held at Harderwyk.
- Additional Services that are contracted separate from Harderwyk Ministries and not included in usage schedule above:
 - Organist: Jane Bosko (Home Phone: 396-4912 or Cell: 405-8163)
 - Officiating Pastor
 - Dr. Andrew Gorter (796-3232)
 - Rev. John Burden (928-0316)
 - Rev. Dominic Palacios (928-0304)
- Pre-Marital Counseling
 - 5-session seminar is offered through Shoreline Counseling (Dr. Andrew Gorter). There is a reduced fee of \$60 for test scoring and other materials for couples that are getting married at Harderwyk. Please contact Andrew Gorter at 796-3232 to find out the next group seminar dates.
 - Individual counseling sessions with Dr. Andrew Gorter is available at a reduced fee of \$25 per session (usually 5 sessions total) and \$35 for test-scoring fee. Please contact Andrew Gorter at 796-3232 to schedule your appointments.
- Church Open Hours – day of rehearsal and Wedding
 - Weekdays: 8:30 am-to after your event ends.
 - Saturdays: 9 am-to after your event ends
- Decorations/Flowers/Candelabras
 - Greenery in the sanctuary may be used for the wedding. Greenery may not be taken from across in the hall in the Great Room.
 - The white columns may be used by the wedding party
 - Tallest Columns are 31 ½” high with a 10 ¾” square top
 - Other Columns are 28” high with a 9 ¼” square top, 10 1/2” high and an 11” square top, and 10” high with an 8” square top.
 - There are several other smaller columns that you can use.
 - The church does not have any candelabras or aisle runners. The aisle is 62’ long.
 - You are permitted to attach decorations to the pews.
 - Arrangements should be made to take all items down within ½ hour after the wedding.
 - No rice, birdseed, or confetti may be thrown.
 - Pews: 18 on the East Side and 19 on the West Side
 - Center Isle: 62 feet in length

- Candles
 - Unless dripless candles are used, all candles must have plastic on the floor/carpet under them. Please ask your sound technician for a supply of plastic.
 - If the communion table is used, the existing cloth must be taken off and plastic or cloth provided by the wedding party must be used. The Communion Table is 65" long and 24" wide.
- Food and Refreshments
 - The lower level kitchenette with fridge and microwave is available for storage and preparation.
 - Please limit all food and snacks to Room 1, across the hall from the kitchenette.
 - Please provide your own plates, napkins, cups and utensils.
 - No red, grape or orange punch may be served in the building.
- Dressing Rooms
 - Women's Dressing Room is the lower level infant nursery. There are two mirrors, a sink and a high closet bar to hang the dresses in the room.
 - Men's Dressing Room is lower level Room 4. There is a mirror and a high closet bar to hang the tuxes.
- Telephone Use
 - There is a phone in the east closet at the back of the sanctuary, and another in the lower level kitchenette behind the door.
 - Main number here is 399-9190. If someone is returning a call, give them the extension number you will be at, which is posted on each phone.
 - Dial 9 to reach an outside line – then dial your number.
 - Local calls only please.
- Smoking/Alcohol Use
 - Harderwyk Campus is smoke free.
 - Use of alcohol, drugs, or being under the influence of either is strictly prohibited.
- General Facility Use
 - Worship Auditorium seats 450 Maximum with the balcony & 300 Maximum without the balcony.
 - Treat all equipment and furniture with respect. Intentional or careless damage could result in payment of damages.
 - Excessive messes that require extra cleaning will be billed at \$30 per hour.
 - Use only the rooms you have assigned to you. Young children must have adult supervision at all times. Playing in other areas is prohibited.
 - The use of the nurseries or toys in the nursery is prohibited unless requested and approved in advance. All toys used must be sanitized after use.
 - If an event goes later than 11:00pm, no one is allowed outside other than to leave the event. Courteous behavior towards our neighbors and their property is expected at all times.
- Harderwyk Ministries is not responsible for any lost, broken, or stolen personal items. Keep all items of value with you.
- All injuries, accidents, or damage to the building or equipment must be reported immediately to the Facilities Director, Norlyn Compaan (399-9190 x306)