

Wedding Guidebook



GEORGETOWN BIBLE
CHURCH

4114 Baldwin St.
Hudsonville, MI 49426
616-669-5690

All wedding ceremonies at Georgetown Bible Church are considered Christian worship services and therefore shall be performed by or be participated in by one of the current pastors serving at Georgetown Bible Church.

Fees –

Deposit \$100.00 (due 3 mos. before the wedding)

There is no charge for the use of the building.

Custodian \$100.00 (due 1 week before the wedding)

Sound system use \$ 50.00 (due 1 week before the wedding)

Premarital Education

As a church, we are committed to building strong, healthy marriages. The pastor you choose to perform your ceremony will need to approve your application. He will set up an appointment to begin the required premarital education. After the first meeting, he will fill out and sign his portion of the application and turn it in to the office for you. Without this approval, you will not be able to hold a wedding at Georgetown Bible Church.

Wedding Coordinator

In an effort to make sure that communication is clear and consistent, and your wedding turns out the way you have it planned, we ask that you choose one person who is a member or regular attender at Georgetown Bible Church to be your “wedding coordinator”. This is the one person who deals with the office, whether it is the bride, the groom, one of the mothers, or some other person of your choice. The important thing is that information concerning your wedding comes to the office through that person alone and the office will contact only that person. This will assure that we are all “on the same page at the same time” and avoid different information from different people. Please be sure to discuss this with the person you choose before you put them on your application to be sure they are willing to perform this important job.

Building Use Coordinator

In order to save on frustration, you will work with our Building Use Coordinator to make things run more smoothly before, during, and after the wedding. The Building Use Coordinator is familiar with church policies and will make sure that you are as well and that those policies are being followed. They know what is available for use and where it can be found. The Building Use Coordinator will set up an initial meeting with the wedding coordinator, the bride and groom, and both sets of parents as soon as possible after the date is reserved. At this meeting, they will go over the policy for the use of the building including their role in the process. The Custodian will be responsible to make sure everything is in its place after the wedding.

Availability of Facilities for Weddings

The building must be cleaned and vacated by 10:00PM on weekdays; 8:00PM on Saturdays. There will be no Sunday weddings.

The auditorium may hold 520 people. Because there must be a minimum of 14 inches between rows, 44 inches from the wall to the chairs, and a 60-inch wide center aisle, it can hold 440 of our gray chairs. No seating is allowed in the Narthex. You are welcome to request whichever rooms will best fit your needs. When filling out the request form, include adequate time for setup (including putting food in the kitchen) and cleanup. If you enter the building before the time you requested for the building to open or if you are not out of the building on time, you may set off an alarm (which will cost you \$50). If you would like

to use any of the rooms with windows in the door for dressing rooms, it works well to simply tape a dark sheet of paper over the window. Full length mirrors and hand mirrors will be placed in your dressing rooms for your convenience. Please record anything that you move while setting up on the checklist sheet. Extension cords, if needed, can be found in the boiler room.

You are responsible to make sure that guests remain in the requested area(s). No one should be in classrooms, nurseries, etc. unless they were originally requested for use. If there is any damage to the building or its contents, the cost for repair or replacement will be deducted from your deposit. Any charges over the amount of the deposit will be billed to the person who secured the building.

Decorations

We have a number of items that can be used without charge. If you would like to see what we have, arrangements can be made with the Building Use Coordinator. No duct tape is allowed on the walls, woodwork, chairs, carpet, or furniture. T-pins, pipe cleaners, and magnets work well for attaching decorations to the chairs. If you will be having flowers delivered and you are not able to be here to meet them, please contact the office well in advance to discuss other arrangements. Please make arrangements ahead of time as to what will be done with the flowers after the wedding. The distance from the double doors at the back of the auditorium to the front of the platform is 75 feet.

Plastic MUST be used under all burning candles. We recommend the use of battery-operated candles or at least dripless candles. Candles with open flames are allowed on the platform only. They are not allowed on the ends of aisles or anywhere else that they could get bumped.

Sound System & Music

The sound system can only be run by a trained GBC sound tech. This includes the use of the live stream equipment. There is a charge of \$50 for use of the sound system. If you would like an audio recording of your wedding, you may make the arrangements with your sound technician. Live streaming/Video recording will require a livestream technician (and an additional fee). Any media (video, slideshow, pre-recorded music, etc.) must be given to the Building Use Coordinator at least one week before the wedding.

If your photographer or videographer would like to set up in the sound room, they are welcome to do so, just be sure they talk to your sound technician in advance so the two of them can work out the details.

Music performed at Georgetown Bible Church must be that which is not irreverent.

Rehearsal Dinner / Reception / Snacks

The reusable items i.e., silverware, plates, serving dishes, pots and pans, etc. in the kitchen may be used as long as they are washed and put away when you are finished.

Disposable items such as paper plates, Styrofoam cups, coffee, sugar & creamer, etc. are for church use only. You are expected to provide these items yourself.

If you use towels and dishcloths, please place them in the "dirty/used linens" tub in the kitchen.

There is a door directly into the kitchen, which you are welcome to use; however, it can only be unlocked from the inside.

Please make sure all trash is placed inside the dumpster on the northwest corner of the Youth Building. All boxes must be broken down.

Beverages with a red (including purple) base are not allowed inside the buildings.

Additional Requirements

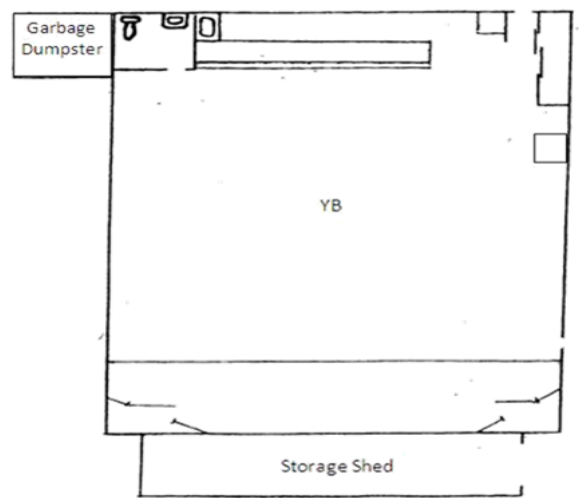
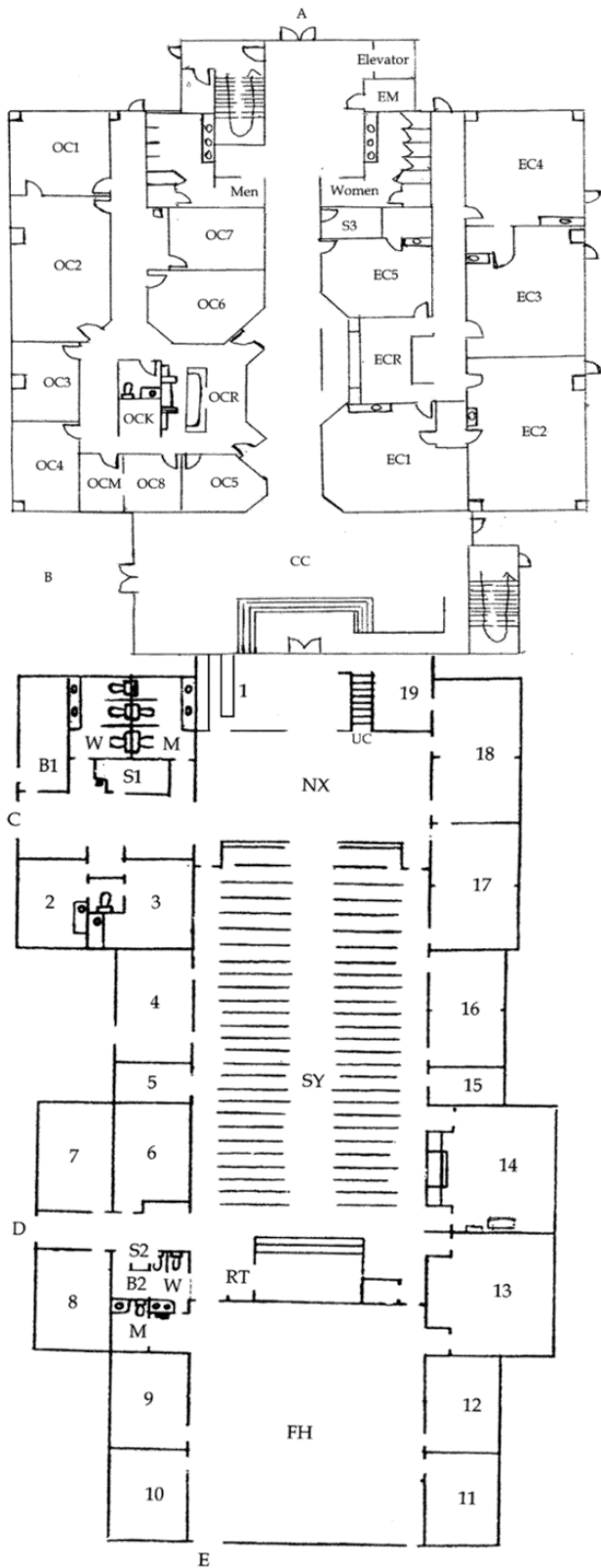
Alcoholic beverages and smoking are not permitted on the premises.

Throwing rice or birdseed is not permitted on the premises.

Bubbles, and live animals i.e., doves, dogs, etc., are allowed outside only.

Responsibility for Personal Belongings

Georgetown Bible Church is not responsible for equipment, gifts, accessories, etc. which are lost, damaged, or stolen.



PLEASE READ THE WEDDING GUIDE THOROUGHLY.

[Complete the Wedding Application online](#)



This form must be submitted to reserve your date.