

RECEPTIONS AT KELLOGGSVILLE CHURCH

Keep for your records

The church building is also available for Wedding Receptions immediately following a Wedding Ceremony. Receptions are held in the Family Life Center. Requests for a wedding reception only (no ceremony at the church) will be at the discretion of the church office and will be assessed on a case by case basis.

GUIDELINES AND TERMS OF USE FOR BUILDING FOR RECEPTIONS

- The church is available for a total of three (3) hours once the reception begins. Additional time for building use will be billed at \$50.00/hr. On Fridays the FLC must be vacated by midnight. On Saturdays the FLC must be vacated by 9 pm.
- Approved areas in which the reception guests and service staff may be are as follows:
 - Upstairs bathrooms
 - Main entrance foyer area
 - Family Life Center
 - Family Life Center Kitchen*
 - All other areas are restricted
- Dancing and a deejay are only allowed if the bride and/or groom is/are Kelloggsville church member(s) in good standing. Ask the church secretary for the complete policy. Pastors can make an exception to this rule if the bride and/or groom have been attending KCRC for more than 2 years.
- If you will be employing a caterer who will be using the kitchen for more than staging the meal, you must have the caterer sign a Caterer's Form and pay a \$150 fee.
- Table linens, place settings, and decorations are not provided by the church.
- Live candles are prohibited in the Family Life Center.
- The renting party is responsible for the removal of all decorations at the conclusion of the reception.
- Kelloggsville Church is a smoke free environment. The use of alcohol in the church and on its surrounding property is prohibited and will be considered grounds for refusal to conduct the wedding at the discretion of the officiating minister.
- The reserving group shall be responsible for all damage or loss of church property during the time of building use. Report any damage to the church administrative assistant (leave a note outside the church office, or slide it under the church office door, if the office door is locked).
- The reserving group shall save and hold harmless the church from any and all liabilities and responsibilities that arise while the group is on the premises (loss, theft, injury, etc.).

*Kitchen may be used without a fee as a staging area only. Use of the kitchen's contents, including stoves, burners, and automatic dishwasher are only permitted if you have filled out the Caterer's Release Form and paid a \$150 fee.

Kelloggsville Church Building Use Agreement for Wedding Reception Application Form p. 1

Contact Name: _____ Phone: _____

Alternate Phone: _____ Email: _____

Address: _____

Names of Bride and Groom: _____

Reception Date: _____ Time: _____

Please provide the following information:

1. How many people will be at the head table? _____
2. How many total people at the reception? (Note: maximum # of people is 250) _____
3. How many tables for guests? (Tables are round and seat 6-8 people)
_____ Tables
_____ Chairs per table
4. Do you want a gift table? (circle) Yes No
5. Do you want a table for a punch bowl? (circle) Yes No
6. Technical setup – mark what is needed:
_____ Nothing is needed
_____ Stand microphone
_____ Wireless mic's – Number _____
_____ CD player (for background music only – must supply own CD's)
_____ video projector and overhead screen (must supply own computer)
7. Do you need a piano? (circle) Yes No

By signing this application, you agree to follow this church's wedding reception policies as outlined on the previous pages of this document.

Groom: _____ Date: _____

Bride: _____ Date: _____

(For Office Use only)

Total Amount: _____ Check #: _____ Date: _____

Kelloggsville Church Building Use Agreement for Wedding Reception

Application Form p. 3: Caterer's Kitchen Use

To be filled out by Caterer

Explanation: This form must be filled out by the caterer if they will be cooking a meal in the Family Life Center kitchen for your reception. Use of the kitchen's contents, including stoves, burners, and automatic dishwasher are not permitted without this form being completed in its entirety, and a fee of \$150 being paid by the wedding group.

Event Being Catered: _____

Date: _____ # People Being Served: _____

Catering Company: _____ Contact Name: _____

Address: _____

Work Phone: _____ Cell/Home Phone: _____ Fax: _____

BY SIGNING THIS FORM YOU AGREE TO THE FOLLOWING REQUIREMENTS:

1. The kitchen can be used for catering an event within the church only.
2. The kitchen must be left as found.
3. The trash must be brought out to the dumpsters.
4. Dirty dishcloths and towels must be left in the kitchen. (The custodian will wash them)

Signature of Caterer: _____

Printed Name: _____



610 52nd St. SE - Kentwood, MI 49548
Phone: 616-534-0085 - Fax: 616-534-9920
Email: info@krc.org - Website: www.krc.org