

# RESERVATION PROCESS

## **Reservation Process:**

The steps below are provided to give you a better understanding of the reservation requirements. This will assist you in securing your wedding date in a timely manner and help make your wedding a memorable experience.

It is highly recommended that you give this process at least a 3 month lead time. Please don't order or have invitations made until your wedding is approved by the pastor.

## **Wedding/Vow renewal Request Form:**

After you have read through all the information from all 3 links, fill out and submit your application.

**Wedding/Vow renewal Application** and your \$50 deposit. The deposit is *refundable* if the church and/or Pastors are unavailable. When you are filling out the application under the "additional options" section, please select all the boxes that apply to your needs.

## **Pre-Marriage Questionnaires (Not applicable for vow renewals):**

Fill out the questionnaire forms (the link to the forms will be provided on the application confirmation email). When we receive your individual questionnaires they will be given to the Pastor you have requested on the wedding form or a Pastor we assign to you.

## **Pre-Marriage Consultation Appointment:**

A Pastor will contact you within 1 week of receiving your questionnaires. Please contact our office at (616) 534-4923 if you are not contacted within 1 week.

## **Wedding Coordinator Consultation Appointment:**

After your room(s) and dates are approved, your ResLife Wedding Coordinator will reach out to initially introduce themselves. 3 months out from the Wedding, the Coordinator will reach out to set up a consultation appointment to start finalizing all the details.

## **Final Approval:**

When the wedding office receives pastoral approval to marry you. We will submit your requested wedding/vow renewal date and room reservations to the ResLife Facilities Department. It is not

until the building reservation is submitted and confirmed that we can guarantee the availability of the date you request.

(Please note that when we receive your application we will check for availability right away. But the date will not be secure until we have pastor approval).

### **Wedding/Vow Renewal Fee/Room Payment**

The wedding/vow renewal fee, and where applicable, any other room fees will all be due 30 days prior to the wedding. If it is not paid by the due date, the wedding/vow renewal will be canceled and the room(s) will be made available for other events.

### **Offsite Pastoral Fee Payment**

The Pastoral fee of \$250 for any offsite wedding/vow renewal will be due 30 days prior to the wedding/vow renewal date. If it is not paid by the due date, the Pastor may refuse to do the wedding/vow renewal.

### **Food Service Payment (If applicable)**

Our food team is not able to prepare menu options for rehearsal or reception dinners. Food would have to come from a licensed caterer, bakery or kitchen of which you would have to organize, arrange and pay the associated bill on your own.

Our food service team is able to help by receiving the food, setting up, providing beverages, linens and other needs that you may have with your dinners. Your coordinator will work with you and our food team to discuss and plan those needs. We will then provide you with an estimate of those costs based on that discussion. Once the Wedding/vow renewal day is complete, we will provide the final bill from food service no later than 14 days after the event. Payment will then be due no later than 30 days after the bill has been sent out.

### **Further Questions**

Please contact ResLife at (616) 534-4923 and ask for the Wedding Office.