

**KUYPER COLLEGE
WEDDING INFORMATION SHEET
VOS CHAPEL**

COST: \$1,250.00 *

THIS FEE INCLUDES:

- USE OF THE VOS CHAPEL AND ITS AMENITIES:
 - CAPACITY OF UP TO 200 GUESTS
 - AIR CONDITIONING
 - USE OF THE SOUND SYSTEM, INCLUDING:
 - MICROPHONES
 - ABILITY TO PLAY PRE-RECORDED CDS
 - AUX CORD CAPABILITIES
 - OVERHEAD PROJECTOR AND SCREEN
 - PIANO/ORGAN (NOTE: pianist/organist not provided)
 - USE OF A PULPIT (For guest book, decorations, etc.)
 - USE OF COMMUNION TABLE
 - MUSIC STANDS/CHAIRS FOR MUSICIANS AND VOCALISTS
- MEN'S DRESSING ROOM
- WOMEN'S DRESSING ROOM
- SNACK ROOM
- 8 HOUR TIME LIMIT
 - UP TO 2 HOURS FOR A WEDDING REHEARSAL
 - UP TO 6 HOURS ON THE DAY OF THE WEDDING CEREMONY
- THE SERVICE OF A WEDDING HOSTESS/LIGHT AND SOUND TECHNICIAN. **Note: *Gratuity not included.***

THIS FEE DOES NOT INCLUDE:

- THE SERVICE OF AN OFFICIANT, PHOTOGRAPHER, VIDEOGRAPHER, PIANIST, ORGANIST, OTHER MUSICIANS, OR OTHER RENTAL ITEMS. (Recommendations available upon request.)
- GRATUITY FOR THE SERVICES OF THE WEDDING HOSTESS/LIGHT SOUND TECHNICIAN.
- ADDITIONAL CLEANING FEES AND/OR FINES FOR POLICY VIOLATIONS (see contract for additional details).

*A 50% DEPOSIT IS DUE AT THE SIGNING OF THE WEDDING CONTRACT. THE REMAINING BALANCE IS DUE SEVEN DAYS PRIOR TO THE EVENT. PAYMENT CAN BE MADE BY CHECK, VISA, MASTERCARD, OR DISCOVER. (Note: Discounted rates are available to current students, alumni, faculty, and staff only.)

GENERAL POLICIES:

- a. **PURPOSE:** KUYPER COLLEGE POLICY IS TO RENT CAMPUS FACILITIES ONLY TO GROUPS OR INDIVIDUALS NOT IN CONFLICT WITH THE PURPOSE FOR WHICH THE COLLEGE EXISTS.
- b. **DRUGS, ALCOHOL, AND TOBACCO PRODUCTS:** DRUGS, ALCOHOL, AND TOBACCOS PRODUCTS ARE NOT PERMITTED ANYWHERE ON CAMPUS. TENANTS IN VIOLATION OF THIS POLICY WILL BE SUBJECT TO A FINE OF \$200.

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Events Coordinator: 616.988.3712 or reservations@kuyper.edu

- c. **FOOD/BEVERAGES:** FOOD AND BEVERAGES ARE NOT ALLOWED IN THE CHAPEL OR IN THE DRESSING ROOMS. THE USE OF A SNACK ROOM IS PROVIDED FOR FOOD/DRINK.
- d. **EXCESS CLEANING FEE:** IF EXCESS CLEANING IS REQUIRED DUE TO VIOLATIONS OF THE FOOD/BEVERAGE POLICY OR THE DECORATION GUIDELINES, AN ADDITIONAL FEE OF \$100 WILL BE CHARGED.

DECORATION GUIDELINES:

- a. **AISLE RUNNERS:** AISLE RUNNERS ARE REQUIRED IF REAL PETALS ARE BEING THROWN INSIDE THE CHAPEL TO PROTECT THE CARPET FROM STAINS.
- b. **CANDLES:** ALL DECORATIVE CANDLES MUST BE ENCLOSED IN APPROPRIATE CANDLE HOLDERS TO PREVENT THE POSSIBILITY OF DRIPPING WAX. A PROTECTIVE CLOTH OR PLASTIC SHEET MUST BE PLACED UNDER ALL OPEN UNITY CANDLES TO PREVENT WAX FROM DRIPPING ONTO THE SURFACE BENEATH. CANDLES ARE PERMITTED IN THE CHAPEL ON THE WOODEN STAGE AREA ONLY, INCLUDING RAILINGS ON EITHER SIDE OF THE STAGE.
- c. **CEILING/LIGHTING FIXTURES:** DECORATIONS MAY NOT BE HUNG FROM THE CEILING OR LIGHTING FIXTURES. LIGHTING FIXTURES MAY NOT BE ALTERED IN ANY WAY.
- d. **CHRISTMAS TREES:** CHRISTMAS TREES ARE PERMITTED ONLY IN REMOTE AREAS OF THE CHAPEL (such as on the stage) AND THE TREE MAY NOT EXCEED 8 FEET IN HEIGHT. THEY ARE NOT PERMITTED IN ANY CORRIDOR OR ANY LOCATION THAT WILL RESTRICT ACCESS TO EXITS. LIGHTS MAY BE LIT ONLY WHEN THE AREA IS UNDER CONSTANT SUPERVISION.
- e. **EXITS/EXIT SIGNS:** IT IS AGAINST FIRE CODE REGULATIONS TO BLOCK ENTRANCES/EXITS OR TO COVER EXIT SIGNS.
- f. **FURNITURE/PLANTS:** FURNITURE OR EQUIPMENT MAY NOT BE MOVED WITHOUT ASSISTANCE FROM A CUSTODIAN. IF ANY PLANTS ARE MOVED, THEY MUST BE RETURNED TO THEIR ORIGINAL LOCATION FOLLOWING THE EVENT.
- g. **PIANO/ORGAN:** CANDLES, LAMPS, AND FLOWER VASES ARE NOT ALLOWED ON THE PIANO OR ORGAN.
- h. **TAPE/POSTER PUTTY:** TAPE OR ADHESIVE OF ANY KIND IS NOT ALLOWED TO BE USED ON ANY SURFACE (except for the carpet if securing extension cords, etc.). THE USE OF POSTER PUTTY IS ACCEPTABLE. PEW DECORATIONS MAY BE HUNG ON A PEW-BOW HOOK OR TIED WITH A RIBBON.
- i. **TOSS ITEMS:** ITEMS THROWN OUTDOORS FOR THE GETAWAY ARE LIMITED TO ITEMS THAT ARE ENVIRONMENTALLY FRIENDLY, BIODEGRADABLE, AND REQUIRE NO ADDITIONAL CLEANUP. APPROVED ITEMS INCLUDE LIVE FLOWER PETALS, BIRDSEED, AND BUBBLES. OTHER BIODEGRADABLE ITEMS MUST BE PRE-APPROVED. ITEMS SUCH AS SILK FLOWER PETALS, RICE, AND SPARKLERS ARE NOT PERMITTED.

REIMBURSEMENTS: IF EVENT IS CANCELED MORE THAN 180 CALENDAR DAYS (6 months) BEFORE THE SCHEDULED DATE, THERE WILL BE A REFUND OF 90% OF THE RENTAL FEE; IF CANCELED MORE THAN 120 DAYS (4 months) BUT LESS THAN 180 DAYS (6 months) THERE WILL BE A 50% REFUND. WITHIN 120 DAYS (4 months) OF THE EVENT, THERE WILL BE NO REFUND. KUYPER COLLEGE CANNOT BE RESPONSIBLE FOR CANCELLATION OR CURTAILMENT OF AN EVENT DUE TO CONDITIONS BEYOND ITS CONTROL.

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