

## CHAPEL USAGE INFORMATION

1. Two-hour rental fee for the chapel is \$175.00. Additional time needed beyond the two hours, will be \$100.00 per hour.
2. A facility usage agreement (attached) should be completed and returned, along with full payment, to reserve the day and time.
3. The user must provide for a minister and all other ceremonial responsibilities.
4. The chapel organ is usable by experienced persons only. Suggestions: Thana Morong (231) 464-5535, or Beth Riffle, (231) 462-3498. Any other arrangements should be approved prior to the event.
5. The Village public restrooms and entrance gates will be opened prior to the wedding.
6. You may use silk, dried or real flowers to decorate the chapel. We ask that you do not nail, staple or tape items to the pews. Items may be tied or wired to the pews and beams. Please make prior arrangements with the florist to be at the chapel during your contract time.
7. Parking is provided in one of the Village parking lots; **DRIVING TO THE CHAPEL IS NOT ALLOWED**. If a handicapped person is attending, permission will be given for them to be driven to the chapel.
8. The chapel seating capacity is 65-80.
9. There is minimal heat in the chapel. A space heater is available for an additional fee (see facility usage agreement). Please make arrangements for rental of heater at least one week before the day of chapel usage.

### REHEARSALS

If you plan to have a rehearsal please do so within the scheduled two hours; otherwise, please reserve the chapel for the rehearsal with a separate facility usage agreement. Rehearsal scheduled prior to the two-hour wedding time or the day before will be an additional \$100.00 per hour.

Changing facilities are available upon request.

Our Dining Hall may be rented for receptions or other gatherings. Additional facility usage agreements will be provided if desired for this purpose. Please contact our business office for more details on renting the Dining Hall.