

HISTORIC CHARLTON PARK VILLAGE, MUSEUM & RECREATION AREA  
VILLAGE CHURCH

RESERVATION PRODCEDURES: Contact *Charlton Park* (269) 945 – 3775, *fax* (269) 945 – 0390. All rental fees must be received by Charlton Park within seven (7) working days of reserving date unless approved by office. This confirms your reservation. All checks or money orders should be made payable to

*Charlton Park* and mailed to 2545 S. *Charlton Park Rd.*, *Hastings, MI.* 49058.

Charlton Park Village Church: The rental fee of \$350.00 covers a total four (4) hour period. The rehearsal time is included in this period. We recommend one (1) hour for rehearsal and three (3) hours for decorating and the ceremony, and time with the photographer, etc. Each additional hour after four (4) hours will be charged at \$15.00 per hour. Only dripless candles may be used and are provided by Charlton Park. Reservations must be made in advance with Park office. Your wedding may be scheduled between 8:00AM and 6:00PM.

Church Basement: The rental fee for the basement and fully equipped kitchen is \$50.00 for four (4) hours use and \$15.00 for each additional hour. Must be out by 9:00PM. Fee must be paid at time of reservation.

Church Basement Kitchen Only: If you are holding an outdoor wedding and reception at Charlton Park, you may use our fully equipped kitchen for \$50.00 for four (4) hours, \$15.00 for each additional hour.

Rental Rates:

Church (capacity 135)	\$350.00
Additional hours beyond 4 hours	\$15.00/hour
Church Basement (capacity 60 people)	\$50.00
Additional hours beyond 4 hours	\$15.00/hour
Charlton Park Village Green	\$400.00 includes rental of Church basement
Walnut Grove (wedding & reception)	\$400.00 all day
Receptions only:	
Pavilion (capacity 300 people)	\$125.00 all day, w/electric
Mini-shelters East or West (50 people)	\$50.00 all day
Walnut Grove (reception only)	\$150.00
Walnut Grove Electric	\$50.00
Walnut Grove Picnic Table Relocation Fee	\$50.00

**NO SMOKING IS ALLOWED ANTWHERE IN CHURCH OR VILLAGE BUILDINGS**

Cancellation Policy: Should wedding date be cancelled, For cancellations of 121 days or more prior to wedding date, \$125.00 of the \$350.00 will be refunded. For cancellations within 120 days of wedding date, none of the \$350.00 will be refunded.

## VILLAGE CHURCH AMENITIES:

Alter Area Is Equipped With The Following:

Candelabra (2), seven candles each. Only dripless candles are used and are provided by Charlton Park.

Park will also provide candles for your Unity Candle arrangement by advance request. You must Provide the Unity Candle holder and the Unity Candle.

Electric Sockets (2), located on carpeted step in front of altar railing.

Music Stand                  Piano                  Pump Organ                  Pulpit

There are no electric lights in Church, so schedule weddings and rehearsals during hours that there is enough light outside to be able to see inside. Electric lights in Church basement and Flushing toilets.

Bell: You may ring the bell. The rope is located in vestibule. Please use rope hook and ring gently.

Capacity for Church Proper: There are twenty (20) pews with center aisle, thirty-four (34) feet long, ten (10) pews on each side. Total seating capacity is 135.

Church Basement: Will accommodate sixty (60) people for a shower, reception and/or rehearsal dinner. Kitchen is equipped with sink, stove and refrigerator. A pass-through is located in the walkway between kitchen and hall area.

Dressing Room: Included in your church rental fee. Basement of church contains two (2) restrooms, one large mirror seating, coat rack. The basement may be accessed at the South side of the church, at the rear of the building. Basement is not handicap accessible.

Restrooms: Two restrooms are located in the basement of the church for the wedding party. Wedding party guests may use the Village Stone restrooms May through October, or the White restrooms beside the Bristol Inn May through October. The church basement restrooms are available to wedding party only. They can be accessed at the rear, South side of the building.

## SCHEDULING INFORMATION:

Decorating the Church: Decorations are to be discussed with the Park Staff. No thumb tacks, staples, or scotch tape may be used. For pew bows, decorations/flowers, we recommend you use chenille-pipe cleaners.

Minister, Soloist and/or Organist: You provide. Practice time is to be arranged through Park Staff. If Church Piano will be use, please notify office as soon as possible, so we may schedule a piano tuner.

Outdoor Ceremonies: Village outdoor ceremonies may be scheduled after Village closes for the day.  
May through September – 5:00PM to 9:00PM (Park closes at 9:00PM)

If necessary to schedule earlier, let Park know so we may close Village to visitors for time of ceremony.

Rehearsals: May be scheduled on the Friday night or the evening before the wedding at 5PM, 6PM, 7PM, or on the wedding day for one (1) hour prior to the ceremony.

## WEDDING INFORMATION:

Alcohol: Alcohol is **NOT PERMITTED** in the Church, Church Basement and all other Village buildings,

Barry County Ordinance prohibits liquor in the Park, along with glass beverage containers. Keg/Can beer and box wine will be allowed, by permit only and in conjunction with rental of Pavilion or Mini-Shelters. Keg/Can Beer/Wine Permit for \$20.00.

Marriage License: You provide. Charlton Park is located in Hastings Township, Barry County, Michigan. This information is needed to complete marriage license.

Park Hours: 8:00AM to dusk, but never later than 9:00PM.

Parking: Modern vehicles are not allowed in the Village due to the Historic nature, but three (3) bridal party vehicles (maximum) are allowed in front of the Church on the wedding day. Parking is available in the grassy lot near the river and along dirt parking lot beside Church. Handicap parking is available behind the Church.

Smoking: Smoking is **NOT PERMITTED** in any Park Village buildings, including Church and basement.

## RECEPTION INFORMATION:

Cake/Food: You provide, not allowed in the Church Proper.

Music: There are no restrictions for non-amplified receptions. Amplified music (D. J.'s) in the Village Walnut Grove and Church Basement are allowed after Villages closes, May through September, 5PM to 9PM.

Tents: For your outdoor ceremony, Park Staff confirms the location, due to underground utilities.

Village location: Walnut Grove, or immediately South or East of Church.

Recreation Area: Adjacent to Pavilion or Mini-Shelters.

Set-up Time: No earlier than 8:00AM.

Tear-down Time: Same day as set-up, one hour prior to closing, no later than 8:00PM.

For rental of the Church Basement only, or  
For rentals of Town Hall, Mini-Shelters, Pavilion, or Walnut Grove,  
Please request the Charlton Park Rental Site Reservation Application.