

## Rehearsal

An optional one-hour free rehearsal is available for the wedding party to finalize plans and for the Chapel Attendant to go over procedures and answer questions. Rehearsal time may be reserved on Thursdays only between 4:00 and 9:00 pm. All rehearsals MUST be booked with Shelby Parks, Recreation and Maintenance Department prior to the rehearsal date.

## Professional Services

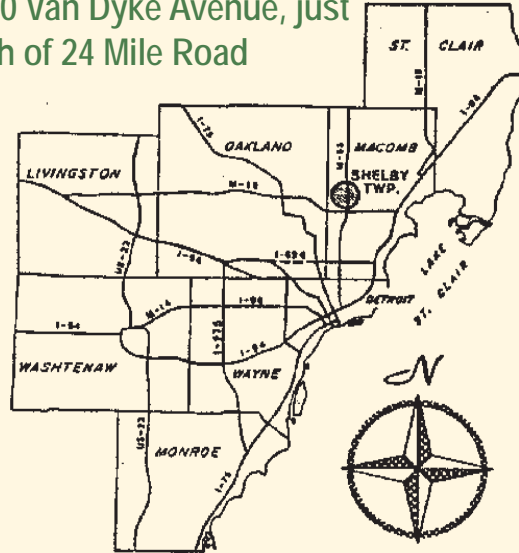
The bridal party is responsible for scheduling their own officiant, photographer and any other professional services. Our Hope Chapel Attendant will arrive approximately 5-10 minutes prior to your reserved time for your rehearsal and ceremony to open the building, adjust the temperature, monitor the building, and attend to any building related issues.

## Heritage Garden Use

Renting the Hope Chapel does not automatically give you usage rights to Heritage Garden. The Garden is booked separately. Please contact the Shelby Township Parks, Recreation and Maintenance Department Office at 586-731-0300 for fees and to make reservations.



The Hope Chapel is located on the Shelby Township Municipal Grounds at 52700 Van Dyke Avenue, just south of 24 Mile Road



## Ministers/Clergy Members

Each party is responsible for contracting an official to perform their ceremony. As a courtesy, the Shelby Parks, Recreation and Maintenance Department has compiled a list of persons who will perform ceremonies at the Chapel and is available upon request. Shelby Township is not responsible for, nor does it endorse any of these persons. You may choose to contract with any of them, or hire someone of your own preference.

## Civic Groups

- Reservations Required
- Meeting Room and Chapel Area are available on a limited basis.
- Available Monday through Wednesday from 6:00 to 9:30 pm to Shelby Township or Utica Residents or Resident Groups ONLY

Rental information for weddings and  
usage information for civic groups

# Historic Hope Chapel

## 2013



For wedding ceremony  
information or for civic group  
meeting usage, please phone  
586-731-0300 or e-mail  
shelbyprm@shelbytwp.org

The Historic Hope Chapel was built in the 1890s as Hope United Methodist Church and its original home was on the west side of Van Dyke, just north of 24 Mile Road. In 2001 it was moved from that site and placed on the Shelby Township Municipal Grounds (52700 Van Dyke Avenue, east side, south of 24 Mile Road) next to Historic Andrews School House Museum. Thanks to several generous donations of funding and labor, the Chapel has been renovated, and is available for wedding ceremonies year around except for on major Holidays and during special events.

### Amenities Available

- Electricity/Heat/Air Conditioning
- 11' 6" x 11' 6" Wedding Party Preparation Room
- 2 Restrooms
- Podium for Speaker/Clergy (secured to floor)
- Sound system with a single CD and MP3 player, iPod dock, cordless microphone and remote inside podium
- Small table for your Unity Candle or Sand Ceremony
- Seating for 80 people (15 pews) - NO EXTRA CHAIRS ALLOWED due to fire safety regulations
- Fully accessible to handicapped visitors (enter on side of the porch)
- Our Chapel Attendant will open and close the Chapel for your rehearsal and on your wedding day

### Reservation Policy

Beginning January 2, 2013 bookings for weddings and rehearsals will be accepted up to one year (by the month) in advance of the wedding date. Reservations may be made in person at the Parks and Recreation Department payable with cash, check, Visa or MasterCard. You may also reserve by phone or fax with a credit card. A \$5 contract mailing fee will be added if the receipt cannot be e-mailed.

**PLEASE NOTE:** The office staff is not authorized to hold reservations without payment. The person that reserves the Chapel (Contractor) is financially responsible for any damages incurred. Contractor's drivers license number required at the time of booking. *The signed liability waiver must be returned to the office prior to reservation date.*

### Reservation Times

The Chapel is scheduled in the following increments of time only and *reflects the earliest entry and latest exit times* for the wedding party, florist, or any other persons involved in wedding. Please plan accordingly. *Early entry on the day before or day of wedding for decorating or any other purpose is strictly prohibited.*

Fridays	4:00-6:30 pm
Saturdays & Sundays	Noon-2:30 pm 3:00-5:30 pm 6:00-8:30 pm

### Date Changes

Requests for date and/or time change must be submitted in writing by the contractor to ensure accountability and are subject to a rescheduling fee.



### Fees

Shelby/Utica Residents - \$335 Non-residents - \$435 Includes 2 ½ hours for ceremony and 1 hour rehearsal on the Thursday prior to the wedding. The rental fee is collected at time of reservation. Cash, Check, Visa or MasterCard accepted. Proof of residency is required for resident rate.

### Refunds

No FULL or PARTIAL REFUNDS will be issued for any reason. Transfer of contract into another contractor name is also prohibited.

### PLEASE BE ADVISED

The second weekend of August (Friday, Saturday, and Sunday) is not available due to the Shelby Township Art Fair. Other dates may not be available based on Township events or programs.

### Decorations

- Tape, nails, staples, or any other damaging materials cannot be used to decorate. Non-damaging clips, ribbons, etc. for pew decorations are acceptable.
- Flowers or other decorations must be free standing.
- Unity Candles (on the table provided) are the ONLY candles permitted in the Chapel. Flameless candles (battery operated) are permitted.
- All decorations and rubbish must be removed immediately after Chapel use.
- No birdseed, paper confetti, or animals are allowed in Hope Chapel or on the grounds. Acceptable alternatives are bubbles or flower petals outdoors. No real flower petals in the chapel -- outdoors only.
- For safety and liability reasons aisle runners are not permitted in the Chapel.
- NO SMOKING, FOOD, OR BEVERAGES OF ANY KIND ARE PERMITTED IN THE CHAPEL.