

Prairie View

Christian Church

"Shining His Light...Sharing His Love"

Wedding Information Packet

Policy info:

Reviewed, revised, and enacted April 25, 2010

Prairie View Christian Church

8350 East 141st Street

Fishers, IN 46038

Phone: (317) 770-4030

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www.pvcchurch.org

Application and Scheduling

1. We request that both the bride-to-be and the groom-to-be complete the **Wedding Application** forms that are included in this informational packet. After being completed they can be submitted to the church office. In addition, please review and sign all applicable documents from the general "Facility Usage Packet", especially the **Facility Usage Hold Harmless Agreement (FUHHA)** included in the packet.
2. Request to use Prairie View Christian Church for a wedding will be granted based on facility and personnel availability, as well as the information provided by you on the **Wedding Application**. The PVCC Administration Team, in consultation with the office and ministerial staff, will be responsible for responding to the application. The wedding and rehearsal will be reserved on the church calendar after the following two steps have been completed:
 - a. Review and approval of the **Wedding Application**.
 - b. Receiving your non-refundable deposit and security deposit.

Facilities Available for Use

Worship Center: seats 225

Sound System: CD, 1/8" stereo cable (for iPod, etc), DVD, VHS, cassette, and computer equipped.

Keyboard

Kitchen

Main lobby and lobby restrooms

Wedding Policies (pertaining to Marriage)

1. We require couples to prepare for their marriage by participating in premarital counseling. A pastor from Prairie View (or an approved and verified outside pastor) conducts these sessions.
2. We reserve the right to not marry a couple if one person is a Christian and the other is not (2 Corinthians 6:14). **We will request the opportunity to share about becoming a Christian.**
3. We reserve the right to not marry a couple who is living together or is involved in a physical relationship (Galatians 5:9; Ephesians 4:22-24; 5:3; Colossians 3:5-8). **However, if you are in this situation, we would like the opportunity to discuss this with you.**
4. We will not marry a couple under age 18 if either person does not have the blessing of his/her parents, and we will comply with all laws of the State of Indiana.
5. In cases of premarital pregnancy, the marriage will be performed depending on the maturity and spiritual condition of the persons involved, and other considerations. The final decision to perform the ceremony will be determined by the officiating pastor.
6. We do not marry couples if either person is under the influence of alcohol or drugs (other than those prescribed by a doctor.) In addition, any members of the wedding party arriving at the rehearsal or ceremony under the influence of alcohol will not be allowed to participate.

Wedding Policies (pertaining to Facility Usage)

1. The use of all facilities, equipment, church furnishings, and necessary wedding personnel will be arranged through church staff or volunteer wedding coordinators. Wedding parties are not permitted to move or remove any church belongings without prior permission.
2. All rehearsals will begin promptly at the time scheduled. Please bring your marriage license and outstanding balances to the rehearsal and turn it in to the officiating pastor.
3. The facility will be open at the time determined on the Wedding Application. Vendors with equipment to drop-off or pick-up following the ceremony should schedule in advance.
4. The sound and video system may **only** be operated by a PVCC trained technician.
5. All music to be played or sung must be appropriate for the venue (a church) and participants.
6. If needed, instrumentalists from PVCC may be available to assist you; they set their own fees for playing.
7. Smoking is **prohibited** in all areas of the church, including restrooms.
8. Alcoholic beverages are **prohibited** in the building and on church grounds.
9. A Saturday wedding must be finished and cleaned up no later than 10:00 pm.
10. The wedding party is responsible for removing all personal decorations and belongings from the building immediately following the ceremony. The wedding party also assumes total responsibility for damages to the building and/or property. If damages are found, the appropriate amount will be deducted from your security deposit.
11. Rice, birdseed, bubbles and other biodegradable materials may be used, but must be distributed and thrown **outside** the building only.
12. It is imperative for Saturday weddings that great care be exercised to restore the building's condition to a state of complete preparedness for Sunday-morning worship rehearsal at 8AM and worship services at 10AM.

Additional Information

Regarding the Rehearsal...

The Worship Center is usually available on Friday afternoon for decorating.

Please bring your marriage license to your rehearsal.

Please bring all appropriate fees for instrumentalists, pastor, and the remaining balance owed.

Please bring any CD's tapes or videos for use during the wedding.

Feel free to bring any additional accessories and leave them at the church overnight:

Dresses/tuxedos, Candles, Guest book/pen, Programs/bulletins, Aisle runner, etc.

The Fellowship Room and south-side bathroom will be the women's dressing room.

The Kid City Room and north-side bathroom will be the men's dressing room.

Personal belongings of the wedding party must be cleared out of dressing rooms before leaving for the reception.

Decorations and/or rented equipment must be taken from the building (or disposed of) by the wedding party before leaving for the reception.

Financial Arrangements

Arrangements for payment should be made directly with the pastor. **Do not send deposit money or your balance due until you have been notified.** Checks made out incorrectly or turned in prematurely may be returned.

The non-refundable deposit of \$75 (which is a part of the Building rental cost listed below), in addition to the \$300 security deposit (if non-member; \$150 if member) is due up front once we have your wedding date confirmed on the church calendar. The balance is due at the wedding rehearsal.

Members:

Building rental/personnel fee - \$150

Building Security Deposit - \$150

PVCC Pastor Fee – arrange with minister

Non-Members:

Building rental/personnel fee - \$300

Building Security Deposit - \$300

PVCC Pastor Fee – arrange with minister

*Note: The building security deposit is **refundable** the week following the wedding, assuming no damage has been done to the church building as a result of your wedding party and/or guests.

Wedding Application

Prairie View Christian Church

Date _____

Groom's Name _____

Date of Birth _____

Telephone _____

E-mail _____

Bride's Name _____

Date of Birth _____

Telephone _____

E-mail _____

Desired Wedding Date _____

Alternate Date _____

Desired Time _____

Desired Time for Rehearsal _____

Approximate number of guests _____

How long have you known each other? _____

How long have you been dating? _____

How long have you been engaged? _____

Are you both presently living together? _____

How supportive are your parents of your decision to marry?

Groom: Strong Supportive _____
Somewhat Opposed _____

Fairly Supportive _____
Strongly Opposed _____

Bride: Strong Supportive _____
Somewhat Opposed _____

Fairly Supportive _____
Strongly Opposed _____

What marriage-related books have you read within the last year?

Have you ever been divorced?

Groom: Yes _____ No _____

Bride: Yes _____ No _____

If "yes", when did the divorce take place? _____

Are you a Christian? Groom: Yes___ No___ Bride: Yes___ No___

Groom: If "yes", please explain how and when you became a Christian, and how it has changed your life.

Bride: If "yes", please explain how and when you became a Christian, and how it has changed your life.

Do you have any specific questions or requests?

Groom's Signature

Bride's Signature