

Fees

Members Non-Members

DUE AT TIME OF RESERVATION

Reservation Fee	\$150	\$250
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(secures reservation date and includes required
Wedding Consultant and Pre-marital Counseling Materials)

(Pre-marital Counseling ONLY \$130)

DUE TWO WEEKS BEFORE WEDDING

Damage Deposit	\$100	\$100
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(This check will be written **separately** and
returned if no damage occurs)

Center Aisle Set	\$ 50	\$150
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(you may deduct \$50 if using standard chair setup)

RECEPTION/REHEARSAL DINNER FEES

Rooms/each	-0-	\$ 50
Kitchen	-0-	\$ 75
Wedding Consultant	\$ 75	\$ 75
Table cloths (per table)	\$ 6	\$ 6
Custodian	\$ 50	\$ 50

*Make checks payable to Westview Community Church.
It can be mailed to the church or given to the
Wedding Consultant.*

PAY DIRECT

Minister	Honorarium	\$150
Sound Technician	\$ 75	\$ 75

(required if using sound system or video projection; must use approved
Westview technician)

Tear-down and reset of stage	\$100	\$100
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(risers, instruments and microphones)

*Make individual checks payable to Pastor and
Sound Technician. They can be mailed to the church
or given to the Wedding Consultant.*

Westview Community Church



Wedding Guidelines



Westview Community Church

3001 Fort Riley Blvd.
Manhattan, KS 66502

Phone: 785-537-7173

Fax: 785-537-7172

website: www.westviewcommunity.com

Congratulations!

Planning a wedding is an exciting, but sometimes stressful task. Our goal at Westview is to make your wedding ceremony planning as stress-free as possible.

Basics

A wedding ceremony that takes place in a church is more than a legal contract. It is a worshipful celebration that makes a statement before God and the congregation that the couple desires their marriage to honor and be blessed by God. At Westview we believe God ordained marriage between a man and a woman.



Reserving the church

Those who are members or regular attendees may reserve the church up to one year in advance. Those from the community may reserve the church six months prior to the wedding date. Our sanctuary seats up to 276 on the lower level and 159 in the balcony.

Minister

There are several ordained and licensed ministers on staff at Westview. It is the couple's responsibility to contact and schedule a marrying pastor. We prefer couples use one of the Westview pastors, but in special cases, another minister may be used with prior approval from our ministry staff.

Premarital Counseling

We require all couples marrying at Westview to complete the premarital counseling. These four appointments offer couples a chance to prepare for marriage by discussing a number of topics with several trained members of our ministry staff. Depending on the time of year, and the busyness of the schedule, couples should allow at least three months to complete these appointments. If you only want pre-marital counseling, the cost will be \$30 for materials and \$100 for four counseling sessions.

Wedding Consultant

Our wedding consultant will answer questions about our facility, help you with selection of church equipment you may want to use and make suggestions for decorations. Shortly after you reserve the church, she will meet with you for a "walk through" of the facility, answering any questions you may have. She will be present at the rehearsal and wedding ceremony. Her job is to make the wedding ceremony as enjoyable as possible, especially for the bride and her mother.

Music

You may choose special live vocal or instrumental music for your wedding. Choosing and contacting these people is the couple's responsibility. The wedding consultant can advise you on what equipment is available for your use. An authorized sound technician will be available for the fee noted.

Marriage License

The couple must secure a marriage license prior to the rehearsal. Contact any Kansas county courthouse for more information. No ceremony can be performed without this license.

Saturday Evening Weddings

Saturday evening weddings must begin no later than 6 pm to allow time to clean and set-up for Sunday.

Receptions/Rehearsal Dinners

We do not have adequate facility space for more than 75 people. Some bridal parties have had their rehearsal dinners at Westview, but for receptions, most book another facility. Note the special fees for room reservations.

Seasonal Decorations

If you are marrying during Advent (late November through December), the sanctuary will be decorated. Other times of the year may also have seasonal decorations. Weddings done during these times must use the decorations already in the sanctuary.



Rehearsal

The rehearsal is usually held the night before the wedding, and lasts about an hour. Be sure to contact all participants of the wedding and all family members who will be taking part. Remember to notify the sound technician as to the time of the rehearsal.

Photography/video

The focus of the wedding should be on the ceremony, not the photographer. Photographers are encouraged not to use flash during the ceremony, and to be unobtrusive. Videotaping equipment should be set up in a stationary location to one side or in the balcony.