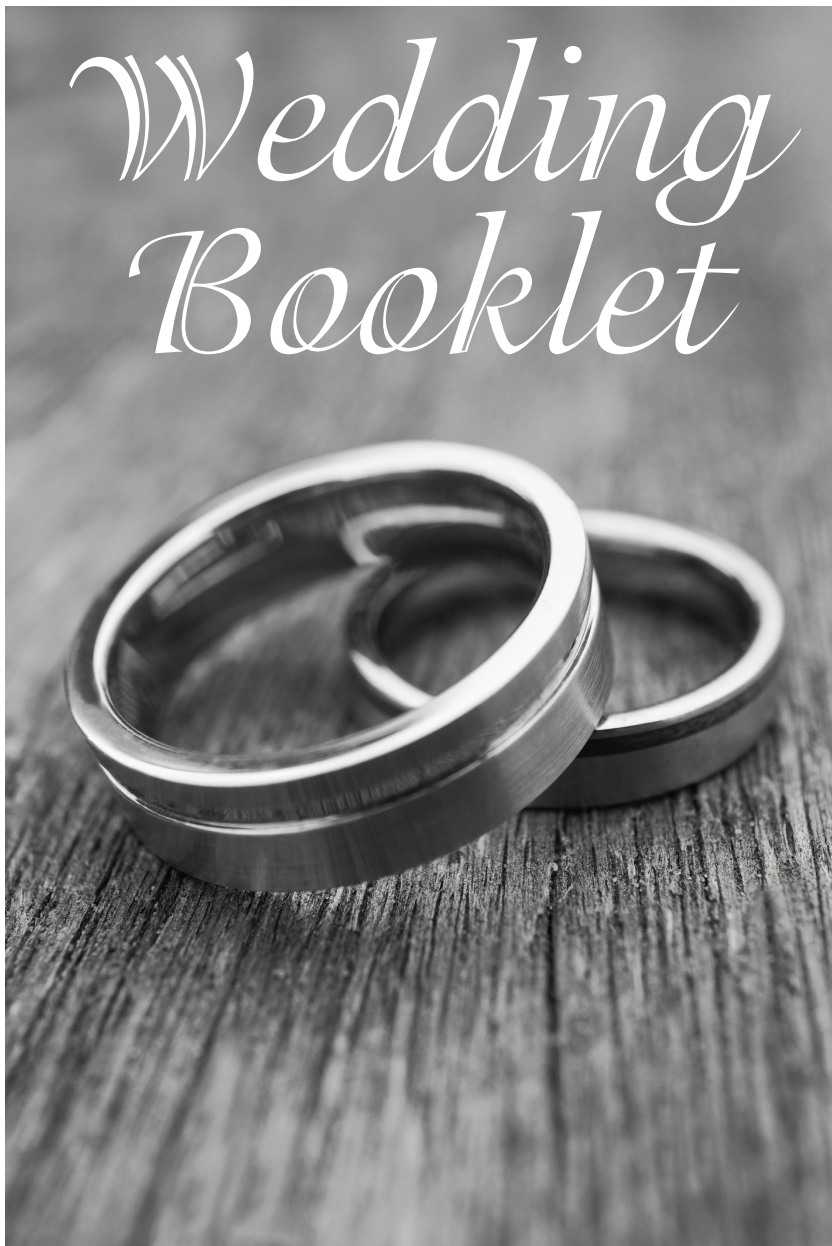


 southviewchurch

*Wedding
Booklet*



On behalf of Southview Church, we want to congratulate you on your engagement and thank you for considering us for your wedding ceremony. We believe that great marriages don't just happen. They are not merely the result of good luck, perfect timing, or the right person. A great marriage is made, not born. We are honored to help you make the commitment, acquire the knowledge, and apply the skills that will help you build a healthy, Christ-centered marriage. May God richly bless you and may you continually glorify Him as you begin your life together. You were placed together for a purpose and you have a lifetime to discover ALL that might mean. May Jesus Christ bless you with his love during these very special days of marriage preparation.

We are here to assist you, the couple, in making your wedding day one to look back on with wonderful and lasting memories. In order to do this, our Facility Coordinator will connect with you, in person, by phone or email, to go over the requirements to have your wedding at Southview Church. You, or the person assisting your planning and decorating, can contact our Facility Coordinator, Beverly, at beverly@southviewchurch.com.

The following information is for you to see if Southview Church is a good fit for your needs.

CEREMONY FEES *Prices subject to change*

ROOM FEES

<input type="checkbox"/> Worship Centre (seats 900)	\$600.00
<input type="checkbox"/> Legacy Centre (seats 200)	\$350.00
<input type="checkbox"/> Cardo (seats 150)	\$350.00
<input type="checkbox"/> Fireplace Circle (100)	\$350.00

OPTIONS

<input type="checkbox"/> Southview PreMarriage program	\$150.00
<input type="checkbox"/> Southview Pastor <i>(Paid directly to the Pastor no later than rehearsal day)</i>	\$150.00

NOTES:

1. A minimum **\$200 deposit** and this signed form are required to secure your wedding at Southview. You will be invoiced for the remaining balance and payment is due prior to the day of your rehearsal. Payment options are: Cash, Cheque, Debit or Credit Card.
2. A pre-authorized **\$200 damage deposit** will be held on your credit card 5 days prior to your ceremony and will be released or charged (up to \$200 only) on the next business day after your ceremony.

INFORMATION

❖ All Fees Are Due 7 days prior to the Wedding

Fees include the services of a Sound/Lighting Technician, Custodial support for set up of chairs, tear down and cleaning for the rehearsal and ceremony, Staff member present at rehearsal and ceremony, Bridal room, up to 5 table linens, back drop and stage set up.

❖ Damage Deposit

A pre-authorized payment for damages, in the amount of \$200, will be held on your credit card, temporarily reducing your credit limit by the amount. This amount will be held 5 days prior to your wedding and will be released, or damage costs charged to your card (up to \$200), on the following business day after your wedding ceremony.

No fees will be charged to your card provided that no damage has occurred to the building or equipment, you vacated the premises within the agreed upon time, and the space was left clean. An inspection will be done by our Facility Coordinator after the wedding and any damage will be reported at that time.

If there is considerable damage to our building (inside and outside) or equipment, the cost of cleaning or repairing the damages will be charged to the wedding party.

❖ Cancellation Policy

Your deposit will be refunded in the event if your wedding ceremony is cancelled.

❖ Sound, Lighting & Video

The responsibility for providing music at the wedding ceremony resides with the wedding couple. Arrangements should be made a month in advance of your ceremony and forwarded to our Facility Coordinator. Any sound, lighting, visual requirements will need to be discussed with the Facility Coordinator, as well.

❖ Musicians

Musicians are the responsibility of the wedding party to schedule. If you decide to use musicians for your ceremony, please put them in contact with our Facility Coordinator to arrange for technical needs.

❖ PreMarriage Certificate

Our desire is to help people who are seriously considering marriage, to establish a marriage that will not only survive, but also thrive. For a wedding to take place at Southview Church or a Pastor from Southview to perform the wedding, we require the couple to complete a PreMarriage Mentoring &

Training program.

We provide this program at Southview and will accept a certificate from outside our church, which must be submitted before your wedding. If you wish to take our PreMarriage Mentoring & Training program you need to indicate this on our Wedding Agreement. You will then be contacted by our Family Ministries to start you on our **Save Your Marriage Before It Starts** (SYMBIS) premarriage program.

Our **Save Your Marriage Before It Starts** premarriage program is an important part of having a great marriage preparation and SYMBIS is designed to help prepare engaged couples for strong, lasting marriages based on biblical principles. We will pair you with a trained volunteer mentor couple for 8 mentoring sessions over 2 to 3 months with a book, workbook and assessment. The fee for this is \$150.

It is critical to begin the premarital process at least 6 months before your wedding date. If you do not meet this requirement, we recommend premarital counseling with another Christian Organization.

❖ **Receptions**

Receptions are not permitted at Southview even under a separate rental agreement.

❖ **Bridal Room and Grooms Room**

Arrangements can be made for a Bride's room. This will need to be agreed upon in our Wedding Agreement.

It is recommended that the men arrive completely dressed and ready for the ceremony. A room can be provided, but will need to be agreed upon in our Wedding Agreement.

❖ **Pastor's Honorarium**

The Pastor's Honorarium should be given directly to the Pastor officiating your wedding ceremony. This payment will need to be given no later than the day of the rehearsal. The recommended amount is \$150, but ultimately it is between the wedding couple and the Pastor as to how much this fee will be.

❖ **Guest Pastors**

It is permitted to have your wedding officiated at Southview Church by another Pastor who is not on staff at Southview Church. Guest Pastors must be credentialed to perform weddings by an approved Christian denomination and have current clergy status and a clergy registration number for Alberta (temporary number will be accepted) to perform weddings in Alberta. This approval must come from our Pastor of Family Ministries.

It is permitted to have a guest Pastor participate in the ceremony that is being officiated by a Southview Church Pastor. Examples may include: reading

scripture, sharing devotional thoughts and/or prayer. Permission for this must be made by the officiating Pastor.

❖ **Ceremony Times, Rehearsal and Decorating**

Due to our Saturday evening service, all weddings at Southview Church on a Saturday must start no later than **1:00pm** and be finished, with all decorations removed, by **2:30pm**.

Rehearsals will take place the day prior to the wedding ceremony. One hour is allotted for the rehearsal and must be confirmed with our Facility Coordinator.

Decorating is permitted prior to the rehearsal, but will need to be confirmed with our Facility Coordinator.

FACILITIES

Worship Centre

Our Worship Centre is our largest room with a seating capacity of 900.

This room offers a full sound system, screens, grand piano and a stage large enough to accommodate a wedding party. It can be left unadorned or decorated with your own touches to make your day special.

A minimum of 400 chairs will be set up for a Saturday wedding. Time frame for a Saturday wedding is 9:00am to 1:00pm with the ceremony completed and decorations removed no later than 2:30pm.

For wedding times other than a Saturday, please consult with our Facility Coordinator.

Legacy Centre

Our Legacy Centre is a mid-sized room with a seating capacity of 200.

This room offers a full sound system, screens, a small stage to accommodate the wedding couple and Pastor. It can be left unadorned or decorated with your own touches to make your day special.

Time frame for a Saturday wedding is 9:00am to 1:00pm with the ceremony completed and decorations removed no later than 2:30pm.

For wedding times other than a Saturday, please consult with our Facility Coordinator.

Cardo

Our Cardo is a long walkway down the main foyer of our facility with a seating capacity of 150.

This is a beautifully decorated 24' wide area with a 30' high ceiling. It has exposed beams, skylights and beautiful stonework. It does not offer a built-in

sound system, but the cost of renting this area includes a high quality portable sound system. Also included in the price is a black backdrop and stage.

Time frame for a Saturday wedding is 9:00am to 1:00pm with the ceremony completed and decorations removed no later than 2:30pm.

For wedding times other than a Saturday, please consult with our Facility Coordinator.

Fireside Circle

This is a perfect spot for an intimate wedding with a seating capacity of 100.

Our Fireside Circle offers an abundance of natural light with a beautiful, circular stone floor in front of our large fireplace surrounded by floor to ceiling stonework. A portable sound system will be provided with rental of this area.

Time frame for a Saturday wedding is 9:00am to 1:00pm with the ceremony completed and decorations removed no later than 2:30pm.

For wedding times other than a Saturday, please consult with our Facility Coordinator.

PROCEDURE CHECK LIST

You are planning a wedding and there is much preparation to be done over the next few months. This procedure checklist is a guide to help couples understand what is involved in getting married at Southview Church.

- Review this information
- Contact our Facility Coordinator, Beverly, at beverly@southviewchurch.com to book a tentative date for your ceremony
- Confirm availability of your Pastor
- Meet with our Facility Coordinator, Beverly, to review guidelines and ask questions
- Complete the Wedding Agreement with deposit to secure your booking
- PreMarriage Program: This is required by all couples.
 - Enroll and complete the Southview Church SYMBIS PreMarriage Program- you will be contacted by Family Ministries Operations Manager
 - Or, provide a certificate of completion from another Christian organization prior to your rehearsal
- Meet with your confirmed Pastor at least one month prior to your wedding to discuss and plan the details of your ceremony. *It is up to you to contact your pastor to set up the appointment.*

- Confirm with our Facility Coordinator your set up requests for your ceremony
- Submit balance of fees owing to Southview Church prior to your rehearsal time

If there are any other questions, please feel free to contact:

Beverly - Facility Coordinator:

sacfacilities@southviewchurch.com

Main Church Office:

20200 Walden Blvd SE, Calgary

8:30am to 4:00pm Monday through Friday

403.256.4922 | info@southviewchurch.com



20200 Walden Blvd SE, Calgary, AB, T2X 0N4 | 403.256.4922