



thefather'shouse

## **Wedding Ceremony Policy and Guidelines**

### **Securing the Date:**

To secure your date at The Father's House you must fill out a Wedding Request Form return it to the office with a \$250 deposit check. (this will not be deposited until the first business day after the wedding has been performed)

### **Counseling:**

If the wedding ceremony will be conducted by a minister of The Father's House, than marriage counseling is a requirement that must be met prior to the wedding date. Upon meeting with the pastor, a determination will be made as to how many sessions will be needed.

The couple will be expected to schedule a session with the Wedding Coordinator and purchase the book, "*Preparing for Marriage*." (\$20.00 per book) The couple should complete the first three chapters before the first scheduled session.

If you are only renting the facility and will be utilizing a Pastor not affiliated with The Father's House you are not required to meet the counseling requirement.

### **Facility Policy:**

Proper respect for the premises and property is expected and groups using the facilities will be expected to restore rooms used to a reasonable degree of cleanliness to minimize additional clean-up time for church custodians.

The group using the facility will be held responsible for any damages such as breakage, vandalism or neglectful use of property occurs. A fee of \$250 will be charged to the wedding party if any of the above occurs.

### **Dressing Rooms:**

There will be one room designated for the bride and attendants and one room designated for the groom and attendants. The Wedding Coordinator will assist you with the location of the designated rooms.

The Bridal Party is expected to remove all personal belongings from dressing rooms following wedding ceremony. The Father's House is not responsible for any lost or stolen items.

### **Nursery:**

There will be no nursery available.

### **Decorations**

All arrangements will be made through the Wedding Coordinator as to when decorating of sanctuary, foyer, etc. may take place.

The facility will not be available for decorating until (1) day prior to the wedding day.

*\*There will be no drugs or alcohol allowed on the premises. It is the obligation of the wedding party to make sure that all members of the group are made fully aware of this rule.*

*\*We ask that you throw birdseed, bubbles, or flowers, NO RICE or silly string, or anything that is not biodegradable.*

The following items may not be removed from their set location for the ceremony:

- Information Booths located in the foyer
- Floral/greenery located in the foyer or sanctuary
- Any pictures, banners or wall hangings
- The altar and all of the altar dressings
- Musical Equipment

Anything that you would like moved you may discuss with the Wedding Coordinator as to whether or not it may be moved or not.

### **Meals**

The facility is not available for receptions or rehearsal dinners.

### **Center Aisle**

You may request a center aisle on your Wedding Request Form however if due to an activity at The Father's House prohibits this request we apologize in advance. You may request a center aisle only if attendance is expected to be 250 or more. An additional charge will be incurred.

### **Communion**

The Father's House will provide the communion elements for the Bride and Groom, wedding party and/or parents if requested. You may request that the entire congregation be served communion however there will be a charge for both the elements and personnel to prepare the communion and ushers to assist during this process.

### **Music**

Any music chosen to be played during the ceremony is at the discretion of the Bride and Groom. No songs with vulgar lyrics will be allowed played or sung within the facility. We request that if utilizing tracks they be on a compact disc (CD) it is highly recommended that all the tracks be on (1) one CD. We do have the capability for iPods if you choose.

If you are using live music all musicians and singers must be in attendance at the Rehearsal so to give the Sound Engineer an idea of how to prepare. If you would like to hire musicians for your wedding please discuss this with your wedding coordinator.

Whether the music is live or tracks a sound engineer will be hired by The Father's House.

### **Video**

The Father's House upon request will provide personnel to video record your wedding ceremony. If you choose this option the minimum is (2) two staff. This fee will

guarantee you (1) one DVD for your keeping. Any additional DVD's may be purchased at \$15.00 per DVD.

**Pictures**

It is highly recommended that all pictures be taken prior to the start of the wedding ceremony. Although we understand it is customary to wait till after the ceremony we have found through our experience that it makes the reception attendance lack when pictures are taken following the wedding. Please ask your Wedding Coordinator about the options available to those who choose to take their pictures before and how you can still make the moment special for you and your spouse to be. A 10% deduction will be made to the overall cost of the wedding if pictures are taken before.

**Payment of Fees:**

Must be received one week in advance of the wedding ceremony. We accept check, credit card, debit card, or money order.

If you have any questions or concerns about anything listed above please contact the church office at your earliest convenience so that we might assist you.

**I have read and agreed to all of the above information pertaining to my wedding ceremony that will take place at *The Father's House*.**

\_\_\_\_\_  
Signature of wedding party representative

\_\_\_\_\_  
Date

**Facility Rental Fees**

Sanctuary Fee

Member.....\$250.00 \_\_\_\_\_  
Non-Member.....\$700.00 \_\_\_\_\_  
Center Aisle.....\$100.00 \_\_\_\_\_

Pastor Fee.....\$150.00 (we suggest you give your pastor a gift for his/her services)

Dressing Room Fee.....\$25 per room \_\_\_\_\_

Sound Fee.....\$25.00 \_\_\_\_\_

Video Fee

Video Controller.....\$25.00 \_\_\_\_\_  
1 Camera.....\$25.00 \_\_\_\_\_  
2 Camera.....\$25.00 \_\_\_\_\_

**Supplies Fee**

Bulletins

Production Fee.....\$50.00 \_\_\_\_\_  
\$.50 per bulletin  
50.....\$25.00 \_\_\_\_\_ 150.....\$75.00 \_\_\_\_\_  
100.....\$50.00 \_\_\_\_\_ 200.....\$150.00 \_\_\_\_\_

**Communion**

Bridal Party.....\$FREE of Charge

Congregation

50.....\$25.00 \_\_\_\_\_ 150.....\$75.00 \_\_\_\_\_  
100.....\$50.00 \_\_\_\_\_ 200.....\$150.00 \_\_\_\_\_

Total amount Charged: \$ \_\_\_\_\_

10% deduction for picture times: \$ \_\_\_\_\_

Decorations \$ \_\_\_\_\_

Total Due: \$ \_\_\_\_\_

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Form of Payment: CK CC DC MO

Date of Payment: \_\_\_\_\_  
\_\_\_\_\_

**Wedding Planning Information Sheet**

### ***Catering***

- A) Cordially Yours
  - a. Offers Cakes, cookies, desserts, customized menus, intimate dinner parties, salads and side dishes
  - b. Shane & Anne Kirchner
  - c. 620.245.0231
  - d. 748 East Marlin, McPherson, Ks
- B) Kathy Girst
  - a. [www.catering-for-you.com](http://www.catering-for-you.com)
  - b. 620.663.5960
- C) Corporate Caters
  - a. 3920 W. Douglas  
Wichita, KS 67203
  - b. 316.264.9167
  - c. <http://www.360wichita.com/EventPlanningAndCatering/Catering/CorporateCaterers.html>
- D) Grand Prairie Hotel & Convention Center
  - a. 1400 North Lorraine Street  
Hutchinson, KS 67501
  - b. (620) 669-9311
  - c. [www.grandprairiehotel.com/weddings.php](http://www.grandprairiehotel.com/weddings.php)
- E) Hog Wild Pit Barb-Q
  - a. 620.669.8787

### ***Reception Facilities:***

- A) Grand Prairie Hotel & Convention Center
  - a. 1400 North Lorraine Street  
Hutchinson, KS 67501
  - b. (620) 669-9311
  - c. [www.grandprairiehotel.com/weddings.php](http://www.grandprairiehotel.com/weddings.php)
- B) Kansas State Fairgrounds
  - a. 2000 N Poplar St.  
Hutchinson, KS 67502-5562
  - b. 620-669-3600

### ***Decorations***

- A) Save On Crafts.com

- a. <http://www.save-on-crafts.com/bridalveilshop.html>
- B) Reger Rental
  - a. 620.662.2375
  - b. 615 N. Main  
Hutchinson, KS
- C) Hobby Lobby
  - a. 620.663.7474
- D) Beaucoup
  - a. <http://www.beau-coup.com/>
- E) Décor Party Supply
  - a. 620.665.0441
  - b. 10 S. Main Street  
Hutchinson, Ks

### ***Flowers***

- A) Dillons
  - a. 620.665.0832
  - b. 517 E. 30<sup>th</sup> Street  
Hutchinson, Ks
- B) Absolutely Flowers
  - a. 620.728.0266
  - b. 1328 N. Main  
Hutchinson, Ks
  - c. [www.absolutelyflowers.biz](http://www.absolutelyflowers.biz)
- C) Flower & Gift Gallery
  - a. 620.662.5491
  - b. 2612 N. Main  
Hutchinson, Ks
  - c. [www.flowerandgiftgallery.com](http://www.flowerandgiftgallery.com)

### ***Cakes***

- D) JoAnn Whitzke
  - a. 620.665.5330
  - b. 316 Cresent  
Hutchinson, Ks
- E) Kathy Girst
  - a. [www.catering-for-you.com](http://www.catering-for-you.com)
  - b. 620.663.5960
- F) Dillons
  - a. 620.665.0832
  - b. 517 E. 30<sup>th</sup> Street  
Hutchinson, Ks
- G) Walmart
  - a. 620.669.9090

***Photographers***

- A) David Mencl Photography
  - a. 620.662.7781
  - b. 924 N. main  
Hutchinson, Ks

***Invitations***

- A) Décor Party Supply
  - b. 620.665.0441
  - c. 10 S. Main Street  
Hutchinson, Ks
- B) [www.invitationsbydawn.com](http://www.invitationsbydawn.com)
- C) [www.paper.com](http://www.paper.com)