

# NORTHVIEW CHURCH WEDDING GUIDELINES



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# INTRODUCTION

Congratulations on your upcoming marriage.

Marriage is a sacred covenant established by God. He created man and woman and joined them together in the relationship we call marriage. Our prayer is that your wedding day will be both beautiful and meaningful, and that your marriage will grow into a lifelong commitment characterized by love, faith, and joy. God designed marriage to reflect oneness, intimacy, and deep connection.

These Wedding Guidelines outline how weddings at Northview Church are conducted and share our heart for this sacred celebration. We believe marriage is a holy institution created by God, and as a church, we take seriously the responsibility of walking alongside couples as they prepare for this covenant.

Our guidelines reflect the values and calling of Northview Church — they may not be the same as those of every church you contact, but they express our deep commitment to helping you begin your marriage on a strong foundation.

We're honored that you've chosen Northview for your wedding day. Please read the following carefully, and don't hesitate to reach out with any questions.

Northview Church  
 317-846-2884

# MARRIAGE REQUIREMENTS

At Northview, we want your marriage to have the best possible start. To help you prepare for a strong, Christ-centered future together, we ask that you:

- Let us know at least 4 months before your wedding date so we can walk alongside you and give you the best preparation possible.
- Your wedding date is not officially secured until the wedding contract has been completed in coordination with our Wedding Director.
- Commit to Northview's Premarital Commitment as an engaged couple. You'll have the opportunity to review and discuss this with one of our pastors.
- Complete *Becoming One* — this required premarital course is designed to equip you for a lifetime of love and partnership. You can learn more about this required course, register and pay the course fee at <https://bettertogether.us/becoming-one/>.
- Make attending church together a priority, building your faith and relationship side by side.

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# WEDDING SERVICES

## Wedding Director

- A Wedding Director from Northview will be assigned to your wedding and serve as your main point of contact with the church. You'll meet with the Wedding Director to review facility details and walk through the order of your ceremony. The Wedding Director will also lead your rehearsal and oversee the wedding day to ensure everything runs smoothly.

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## Audio Technician

- An audio technician will be assigned to your wedding to support all sound needs during both the rehearsal and the ceremony. This includes setting up equipment and operating sound throughout the ceremony.
- Please discuss with your Wedding Director / Audio Technician the format in which the music must be prepared.
- The music, in the required format, must be submitted to the Audio Technician ten (10) days before your rehearsal date.
- To maintain a meaningful and appropriate atmosphere, we ask that all music played during the ceremony be free of profanity or inappropriate content.

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## Setup, Maintenance, Cleaning

- Northview provides room setup, maintenance and cleaning for your wedding.
- Please note that this service does **not** include setting up or removing decorations.

# WEDDING OFFICIANT

- Our pastors are always honored to officiate weddings, whether they take place on-site or off-site. The Campus Administrator or Wedding Director will reach out to you regarding this.
- Northview does not provide payment to the pastor officiating your ceremony. This payment is the couple's responsibility. We recommend a minimum honorarium of **\$200**, which may vary based on the amount of time the pastor spends with you throughout the process and the distance traveled for the rehearsal and wedding.
- This is a personal gift of appreciation and may be adjusted at your discretion. We suggest providing the honorarium at your final meeting prior to the wedding rehearsal.
- If you would like to be married at a Northview location and have a pastor from outside Northview officiate your ceremony, we are happy to consider this request on a case-by-case basis.
  - To begin the process, a Guest Pastor Request Form must be completed and submitted.
  - The request will be reviewed by a Campus Pastor.
  - A copy of the pastor's license or ordination certificate will be required.
  - This process should be completed promptly after your wedding date has been secured, allowing us to serve you well as you prepare for your day.

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## VENUE INFORMATION

We're honored to be part of your wedding journey and will do our best to help you find the perfect time for your special day. We'll work with you to secure the best available dates for both your rehearsal and wedding day. We kindly ask for flexibility, as our campuses host many wonderful activities throughout the year.

### **Weddings at Northview**

- Fridays and Saturdays are the most common and preferred days for weddings at Northview. Each campus offers specific wedding time slots; please refer to the *Venue Seating, Fees, and Campus Availability* section for details related to your selected location.
- To ensure each wedding receives our full attention, weddings are not scheduled on holidays or during large church-wide events.

### **Weddings at Union Chapel at Northview**

- Weddings at Union Chapel at Northview may be scheduled on any day of the week, subject to venue availability.
- Wedding rehearsals will be scheduled during the week prior to the ceremony, based on venue availability.

Our goal is to help make your day beautiful, meaningful, and stress-free. Please review the following guidelines that apply to all Northview Church Venues to ensure your celebration runs smoothly and our spaces are cared for.

# VENUE SEATING, FEES AND CAMPUS SPECIFIC AVAILABILITY

Below are the available locations, seating capacities, fees, deposits, and ceremony hours for each campus.

- The fees listed include use of the chapel, bridal and groom rooms, Wedding Director, Audio Technician, setup, maintenance, and cleaning.
- A non-refundable deposit is due when you complete your request form. This deposit will be applied toward your total balance.
- The final payment will be invoiced and is due no later than thirty (30) days prior to the wedding date. Payments may be made online or by check. If paying by check, please make checks payable to Northview Church **or** Union Chapel at Northview, LLC, as applicable to your wedding venue. Please request venue-specific payment guidelines from your assigned Wedding Director.

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## Cancellation Policy

- Should there be a need to cancel the use of the contracted venue, all cancellations must be submitted in writing to Northview Church. Deposits are non-refundable. Cancellations made within thirty (30) days of contracted date will require payment of 50% of remaining balance.

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Please note these fees are for the 2026 calendar year.

### Northview Church Auditorium seating and fees

Campus	Location	Seats	Northview Attendee Fee	Non-Northview Attendee Fee	Non-refundable Deposit due upon registration
<b>Anderson</b>	Auditorium	350	\$825	\$925	\$400
<b>Binford</b>	Auditorium	350	\$825	\$925	\$400
<b>Fishers</b>	Auditorium	460	\$825	\$925	\$400
<b>Greater Lafayette</b>	Auditorium	460	\$825	\$925	\$400
<b>Kokomo</b>	Auditorium	400	\$825	\$925	\$400
<b>Westfield</b>	Auditorium	460	\$825	\$925	\$400

**Friday:** Ceremony may begin as early as **4:30 PM**; all photos and décor cleared by **8:30 PM**

**Saturday:** Ceremony may begin as early as **10:30 AM**; all photos and décor cleared by **6:00 PM**

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## Northview Church Carmel Chapel seating and fees

Campus	Location	Seats	Northview Attendee Fee	Non-Northview Attendee Fee	Non-refundable Deposit due upon registration
Carmel	Chapel	150	\$825	\$925	\$400

**Friday:** Ceremony may begin as early as **4:30 PM**; all photos and décor cleared by **8:30 PM**

**Saturday:** Ceremony may begin as early as **10:30 AM**; all photos and décor cleared by **2:00 PM**

## Union Chapel at Northview seating and fees

Location	Seats
Union Chapel	200 individuals
Union Chapel Gathering Space	110 individuals with round tables
Union Chapel Gathering Space	Number varies if using high-top tables

January-April	Member		Non-Member		Non-refundable Deposit due upon registration
	Chapel	Reception	Chapel	Reception	
Saturday	\$1,190	\$1,700	\$1,870	\$2,125	\$400
Friday	\$950	\$1,360	\$1,495	\$1,700	\$400
Sunday-Thursday	\$595	\$850	\$935	\$1,060	\$400

May – December	Member		Non-Member		Non-refundable Deposit due upon registration
	Chapel	Reception	Chapel	Reception	
Saturday	\$1,400	\$2,000	\$2,200	\$2,500	\$400
Friday	\$1,120	\$1,600	\$1,760	\$2,000	\$400
Sunday-Thursday	\$700	\$1,000	\$1,100	\$1,250	\$400

If the venue is available, we're happy to be flexible with the day of the week rehearsals and weddings are held. Below is our typical schedule, which can serve as a helpful starting point.

Ceremonies may begin as early as **10:30 AM**; all photos and decor cleared by **8:30 PM**.

Receptions must be cleared by **11:30 PM**.

Fees include use of the auditorium/chapel for the rehearsal and wedding, bridal and groom rooms, along with the services of the Wedding Coordinator, Audio Technician, and staff for set-up, maintenance, and cleaning.

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## **VENUE SPECIFIC GUIDEINES AND REQUIREMENTS**

- Northview Church is not responsible for lost or stolen property.
- **Venue Access:** To ensure a smooth experience, we ask that the bridal party and all guests remain in the areas designated by the Wedding Director.
- **Decorations:** You're welcome to decorate for your ceremony. Please note that all decorating times must be scheduled in advance with your Wedding Director. All personal decorations should be removed immediately following the ceremony. We recommend designating a small "tear-down crew" to handle décor removal and transport items to your reception or another location.
- **Prohibited Items:** For safety and cleanliness, please refrain from using or throwing confetti, rice, birdseed, glitter, or similar materials. feel free to celebrate with bubbles, bells, or other mess-free items.
- **Candles:** Only dripless or enclosed candles are permitted, battery operated are preferred. Please confirm candle use with your Wedding Director in advance.

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### **Respect for Property**

- Northview Church is not responsible for lost or stolen property.
- The User takes on the responsibility of every and all actions of all participants of the event/activity.
- The User agrees to abide by any rules or regulations for the use of the premises.
- The User must confine themselves to the areas provided for in the agreement and will not exceed capacity limits of requested areas.
- Please treat all church facilities, furnishings, and equipment with care.
- Any damage to the property or equipment may result in additional fees.
- Alcohol, tobacco/vaping, and recreational drugs are not permitted anywhere in the buildings or on church grounds.
- The venue does not provide designated smoking areas. In compliance with Indiana state law, smoking must take place at least 8 feet from all public entrances.
- The User may not take tables and / or chairs or other items from other rooms and / or areas.
- The User must leave facilities and property in the same condition as upon arrival. Trash should be collected, bagged and left at a designated location.

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## **Rehearsal Timing**

- Rehearsals typically begin no later than 6:30 PM and are expected to start on time.
- Rehearsals will be conducted by the Wedding Director, with the officiant and Audio Technician also in attendance.
- For weddings held at Northview, rehearsals take place the day before the wedding.
- Rehearsals at Union Chapel at Northview are scheduled the week prior to the ceremony, based on venue availability.
- To ensure a seamless wedding, we request that the entire wedding party be present, including ushers, scripture readers (if applicable), and the parents of the bride and groom.
- The cost of the rehearsal is included in the venue cost.
- The gathering space can be reserved for a rehearsal dinner for a cost of \$350

## **Wedding Day Timing**

- Access to the facility and designated rooms will be granted beginning five (5) hours prior to the scheduled wedding start time.
- All guests, decorations, and personal items must be removed, and the facility fully vacated, within ninety (90) minutes following the conclusion of the wedding.

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## **Late Departure Fees**

- Exceeding contracted time will result in additional fees billed at \$150 per hour, billed in one-hour increments. This is at the discretion of the wedding coordinator.

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## **Preparation Rooms**

- Separate bridal and groom rooms will be provided for getting ready.
- Couples are responsible for bringing all personal “getting ready” items, including but not limited to mirrors, makeup, garment steamers, and similar supplies.
- Light snacks and non-alcoholic beverages are permitted in the preparation rooms. All trash must be properly disposed of before vacating the rooms.
- We recommend designating an individual to conduct a final walkthrough of the preparation rooms to ensure all personal items have been removed.

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## **Vendors**

- Vendors must schedule deliveries and setup times with the Wedding Director.
- Vendors are responsible for their own setup, teardown, and cleanup.
- All on-site vendors contracted by the User (including but not limited to photographers, florists, videographer, etc.) must carry their own liability insurance.
- Proof of insurance must be provided to Northview Church or Union Chapel at Northview no later than thirty (30) days prior to the event date.
- Vendors who fail to provide proof of insurance will not be permitted to operate on Venue property.

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## Medical & Safety

- Northview Church maintains general safety preparedness but is not responsible for on-site medical treatment. Couples are encouraged to designate an emergency contact and may hire third-party medical support if desired

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## NEXT STEPS

Congratulations! What an exciting time and we are glad you want us to be a part of this special day. Carefully review all items listed in this *Wedding Guidelines* document and begin the registration process. Our Wedding Application is a 2-part process.

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### Wedding Application Process

- Visit [www.northviewchurch.us/weddings](http://www.northviewchurch.us/weddings) to start the registration process.
- Part 1: Contact & Event Info
  - Click on the campus you attend.
  - Select 2 applicants (Bride and Groom).
  - Complete Part 1 of the application.

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### Fees & Payment Info

- If you're getting married at a Northview venue, submit the non-refundable deposit with Part 1.
- If your wedding is not at a Northview venue, and you are requesting a Northview Pastor to officiate, use promo code "100wedding" to bypass the required fees.
- Final payment is due at least thirty (30) days before your wedding date.

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### Confirmation

- After submitting Part 1, check your individual email for a confirmation message.
- This email will include the link for Part 2 of the application

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### Premarital Class

- Register and pay the fee for Becoming One, Northview's required premarital class by using this link <https://bettertogether.us/becoming-one/>.

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## Booking Requirements & Secured Date

- Both Part 1 and Part 2 of the booking process must be fully completed before your wedding can be officially scheduled.
- Once both parts are complete, your Wedding Coordinator will provide you with a contract to review, sign, and return.
- After the contract has been signed and submitted, your wedding date will be considered secured, and you may begin promoting your wedding.
- Please monitor your email for important updates, instructions, and next steps throughout the process.

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If you have any questions or special requests, please reach out to your Wedding Director.

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*At Northview, we don't just want to help plan your wedding day—  
we want to prepare you for a marriage that lasts a lifetime.  
We're honored to walk this journey with you!*

## PREMARITAL COMMITMENT

We believe that marriage is God's creation and that He created marriage to be a covenant relationship between one man and one woman. In the marriage relationship we see a glimpse of the covenant relationship that God has established with His people through His son, Jesus Christ. We agree, through the grace and strength of God, to live according to the premarital standards expressed by God in the Bible. By signing below, we affirm our personal faith in Jesus Christ and express our desire and commitment to live according to the following:

- We affirm that we have both placed our trust and faith in Jesus Christ for the forgiveness of sins and have received Him as our Savior and Lord. (2 Corinthians 6:14)
- We agree to build our premarital relationship and future marriage on the principles that are found in God's Word. (2 Timothy 3:16-17)
- We believe that God has established the marriage covenant as a lifelong commitment and are committed to a lifelong marriage. (Matthew 19:4-6)
- We agree that maintaining a sexually pure life honors God and is what He desires for our relationship. Thus, we submit our premarital relationship to His will and commit to maintain personal integrity by abstaining from sexually stimulating contact from now until our wedding day. (Hebrews 13:4)

In the presence of God, I make this commitment

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Groom

In the presence of God, I make this commitment

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Bride

I have explained the Northview Premarital Commitment Form and have witnessed this signing

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Pastor

"Unless the Lord builds the house, the builders labor in vain." (Psalm 127:1)

## PREPARATION FOR THE NEW FAMILY

Please list the first and last names and ages of all children 17 and under

Name	Age	Name	Age
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Name	Age	Name	Age
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Name	Age	Name	Age
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Will your children take a new last name?      Yes      No

If yes, what will their new last name be? \_\_\_\_\_

Have you discussed your plans for remarriage with your children?      Yes      No

If yes, what are their thoughts? \_\_\_\_\_

If there are children from a previous marriage, who will be living with you after your marriage? How do you think this will affect the relationship with your new spouse?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

In what way(s) do you feel this marriage will be different from your past marriage(s)?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Remarks

\_\_\_\_\_

\_\_\_\_\_