

St Mary's Anglican Church, Gordonton - Wedding Booking Agreement

Vicar: Rev David Smithson
07 849-2761 (weekdays only from 7pm-9pm)

Local Contact for bookings:
Sally-Ann Riddell 07 8243850 0221077562

CHARGES: Wedding fee - \$400.00 incs GST **ST MARY'S VICAR'S FEE:** \$150.00 **Organist** \$70.00

INFORMATION PROCEDURE FOR BOOKINGS:

Bookings are to be made through Sally-Ann Riddell.

The charge of \$400.00 for the use of the church was set as from June 2019 and includes GST. A non refundable deposit of \$50.00 is required on application. The balance of payment needs to be paid two weeks prior to the service date if paying via cheque or one month before if paying via internet banking.

Cheques made out to **GORDONTON ANGLICAN CHURCH** and to be posted to:-

SA Riddell, 185 Whitikahu Rd, RD1 Taupiri, 3791. A separate donation of \$150.00 to be given to the Vicar of St Mary's on the day of your wedding .

Internet banking ac num BNZ 02-0410-0103053-000 please use in particulars (*your name*); code (*wedding*) and ref (*your wedding date*)

Internet banking payments need to be made one month before your wedding date.

A copy of the booking sheet will be given to the Vicar or sent to the approved Officiating Minister. One pre-wedding meeting is required to arrange details of the ceremony alongside a brief Marriage Preparation discussion, and one rehearsal prior to the wedding ceremony.

The official marriage license must be sighted prior to a wedding taking place.

Due care and respect for St Mary's buildings, grounds and furniture is assumed. Furniture and fittings cannot be removed and if moved must be returned to their rightful place at the conclusion of the ceremony. Arrangement for removal of your flowers after the ceremony needs to be made clear to Sally-Ann Riddell.

If an approved Officiating Minister is used, they must fill in the Church Register at the completion of the ceremony.

We will ensure that your booking is honoured and that there is a 3 hour space between any other bookings held on the same day.

Only Christian Bookings will be accepted and will be in accordance with The Anglican Church of Aotearoa New Zealand and Polynesia's cannon law on Marriage. The use of other Christian Ministers or Pastors to officiate the Wedding will be at the sole discretion of the Vicar of St Mary's.

WEDDING BOOKING DETAILS: please email back to rriddell@xtra.co.nz or post to booking officer 185 Whitikahu Rd, RD1, TAUPIRI 3791 along with a cheque (your deposit). Do not post cash.

Internet banking:- Deposit is due within 3 days of return of this agreement. Balance due 2 weeks before.

Full Names of Bride & Groom:

Bride:- _____

Groom:- _____

TIME of Wedding: ----- **DAY / DATE** of Wedding: _____

Details of main contact person:

Name:- _____

ADDRESS:- _____

EMAIL: ----- **PHONE:** ----- **MOBILE:** _____

EST NUMBERS ATTENDING: -----

Payment option (please circle) Cheque Cash Internet banking

Deposit paid:- \$ _____ Date paid _____

Other services needed:- (please circle) St Mary's Vicar \$150 (Please make cheque out to David Smithson or cash- to be paid on the day of your wedding or internet payment 06 0459 0002421 04 before the wedding day)

St Mary's Organist if available on your date \$70 (Please make cheque out to Karen Boyer or cash -to be paid on the day of your wedding)

NAME OF OFFICIATING MINISTER + CONTACT DETAILS IF OTHER THAN ST MARY'S VICAR:

Name of Minister _____

Church Affiliated

with: _____ **Denomination:** _____

Ph number: _____ cell _____

email address: _____

I/we have read and accept the conditions of use and accept responsibility for this booking.

SIGNATURES: X _____ X _____

DATE:- _____