

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

Local Contact for bookings: Sally-Ann Riddell 0221077562

Vicar of St Mary's: Rev David Smithson 027 421 3200

CHARGES: Wedding fee to use St Mary's- \$400.00 incs GST

ST MARY'S VICAR'S FEE: Friday or Saturday only \$150.00

Organist \$70.00 Saturday only

Please check that the St Mary's Vicar or Organist are available on the day you would like your ceremony.

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 March 2024 and includes GST. A non refundable deposit of \$50.00 is required on application.

On line payments only. To be paid one month before your wedding day.

A copy of the booking sheet will be given to the Vicar or sent to the approved Officiating Minister.

If using St Mary's Vicar- Your fee includes:-

The couple must meet the vicar of Saint Mary's at least twice prior to the ceremony, once for an initial planning of the ceremony alongside a Marriage Preparation discussion, and the other for a rehearsal.

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.

NB You are welcome to leave the flowers/decorations set up in the church overnight if you are unable to remove them immediately after your service on Saturday. Otherwise collection of wedding flowers/decorations will be on Sunday from **11.30am-12.30pm** following your ceremony as there is a church service on from 10am-11.30am every Sunday, so they can't be collected until that has finished.

If an approved Officiating Minister is used other than the Vicar of St Mary's, they must fill in the Church Register at the completion of the ceremony.

Only Christian Bookings will be accepted and will be in accordance with The Anglican Church of Aotearoa New Zealand and Polynesia's canon 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. No marriage celebrants can be used, only Christian ordained ministers.

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.

WEDDING BOOKING DETAILS: please email back to rriddell@xtra.co.nz
Internet banking:- \$50 Deposit is due within 3 days of return of this agreement. Balance one month before your ceremony date.

Full Names of Bride & Groom:

Bride: _____

Groom: _____

TIME of Wedding: _____

DAY / DATE of Wedding: _____

Details of main contact person: (Person making this booking)

Name:-

ADDRESS:

EMAIL: -----

PHONE: -----

EST NUMBERS ATTENDING: -----

Payment Internet banking

Deposit paid:- \$ _____ Date paid _____

Other services needed:- (please circle) St Mary's Vicar Saturday \$150;

Weekday \$300: St Mary's Organist if available on your date \$70 (not available weekdays)

(We will send an invoice for the above)

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

Name of Minister _____

Church Affiliated with: _____ **Denomination:** _____

Ph number: _____

email address: _____

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

SIGNATURES:Bride _____

Groom _____

DATE:-

On us receiving the completed agreement, an invoice will be sent to you for the services requested.

Please pay a \$50 deposit on receipt of this booking form. Payment of this is confirmation that you agree to St Mary's terms and conditions of use.

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