



CHURCH OF STS. PETER & PAUL

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WEDDING BOOKING FORM (Please Complete in Block Letters)

IMPORTANT: Consent to Collection of Personal Data in this Form

The Church safeguards all personal data collected through any Church ministry, parish, commission, or activity, in accordance with the Singapore Personal Data Protection Act (No 26 of 2012).

In compliance with the Singapore Data Protection Act and by filling this form, we agree and consent to:

- To the collection, receipt, processing, disclosure, storage and use of all our personal data and all such data submitted to the Roman Catholic Archdiocese of Singapore for the purpose of processing and administration of Sacraments.
- To the transfer of all personal data and all such data submitted to other church entities within the Archdiocese of Singapore and/or foreign Diocese within the Roman Catholic church overseas, where applicable.
- To the sharing of personal data to relevant members of the Church where it deems necessary, for the purpose of an efficient and smooth process in the use of the Church and its facilities for our wedding.

PERSONAL DETAILS		
	Bridegroom	Bride
Name (as in NRIC)		
Nationality		
Religion		
Email Address		
Mobile No.		
Address		

DETAILS OF WEDDING MASS/SERVICE (collectively refer to as "Wedding Ceremony")		
Date of Wedding:	(DD/MM/YYYY)	Time of Wedding:
Presider / Solemniser:		Type of Liturgy: <input type="checkbox"/> Mass <input type="checkbox"/> Service
Marriage Solemnisation to be done at: (Please tick one) <input type="checkbox"/> R.O.M. Date of Solemnisation: _____ <input type="checkbox"/> Church of Sts. Peter & Paul Note: Apply to the Registry of Marriages for permission to marry, if you are not already married at the Registry. ROM requires at least 21 days' notice to grant the approval/license.		
If already married in a civil ceremony, please provide the information: <input type="checkbox"/> Not Applicable		
Date:	Certificate No.:	Country:

To be completed by the PRESIDER / SOLEMNISER

I, Rev Fr. _____ (name), have spoken to the above named couple and have agreed to preside at their Wedding Mass/Service*.

(If solemnisation is done in SPP)

My valid R.O.M. Solemniser Licence No. is _____

- I have conducted/will conduct* the needed interviews for the couple intending to get married.
- I have given/will give* them the needed instructions to make sound commitment for marriage in Church.
- I have given/will give* them the needed instructions to make sound commitment for marriage in Church.

**Delete as appropriate*

Signature of PRESIDER / SOLEMNISER

Date

Booking of Facilities:

- Main Church - Token Amount: S\$600 (inclusive of sanctuary flowers)
- Bethany Hall - Fee: S\$400 (2-hour slot) (inclusive of cleaning fee)
- Holding Room for the Bride - Complimentary

Point of Contact (*on the day of the wedding*)

Name: _____ Mobile: _____

Documents required for Pre-Nuptial Inquiry when meeting your presider:

- Copies of NRIC or Passport of Couple
- Completion of MPC/EE Certificate
- Baptism's Extract Certificates of Couple
- Certificate of Marriage if you are already solemnised with ROM
- Copies of NRIC of Witnesses

TERMS AND CONDITIONS FOR WEDDING BOOKING @ SPP

Congratulations on your decision to get married at our Parish. Below are some terms and conditions pertaining to the use of the Church of Saints Peter & Paul and its facilities for your wedding.

1. Wedding Booking Process

- Please approach the Parish Office to make a reservation of the Church and the relevant facilities. The reservation will be valid only for **TWO** weeks.
- The booking will only be confirmed when you have (1) confirmed the Celebrant, (2) made the payment and (3) submitted the Wedding Booking Form within **TWO** weeks of the reservation.
- If you require extension, please contact the Parish Secretariat before the expiration of the reservation period. The extension will be for another **ONE** week so as to accommodate other couples that may be on the waiting list.
- Please adhere **STRICTLY** to the practices of this Parish.
- A Parish Wedding Coordinator will be assigned to assist you for your Wedding Day. He/She will contact you about 6 months before your wedding date and walk you through the guidelines and information on the preparatory process (i.e. planning a wedding mass/service, rehearsal, contact persons etc.).
- You would have to commit to **ONE** session with the Wedding Coordinator to discuss the various procedures and make the necessary arrangement.

2. Availability

- The earliest time allowed for your Wedding Ceremony is 9.30am on Saturday morning.
- On 2nd and 4th Saturdays, the timings are 10.00am (latest) and 1.30pm (only if the morning slot is not available and subject to timing of reception in the morning, if any). No reception allowed for afternoon bookings.

3. Rehearsal and Church Bookings

- Please liaise with your Wedding Coordinator for the date and time of the rehearsal. The Wedding Coordinator will check the availability and make booking for the Church. The wedding rehearsal is only for a maximum of **ONE** hour and the air-conditioning will **NOT** be turned on for the duration of the rehearsal.
- You are given not more than **ONE** hour for rehearsal.
- There will be no charge for the booking of the Church and Bethany Hall for preparation the day before, subject to availability. However, the air-conditioner may not be used during the preparatory time.

4. Decorations

- You may decorate the pews, couple chairs and the reception table (if required). No modifications are to be made to the Sanctuary flowers as it follows the liturgical theme.
- Simple posies are recommended for pews decoration. No excessive floral arrangement is allowed. Please ensure that the aisle is not restricted by any decoration.
- You and your vendors (if any) are to secure any decorations **ONLY** by tying. No adhesive materials such as blu-tack, tape, etc.
- The following are **NOT ALLOWED** in the Church and within the compound: confetti, bubbles, flower petals for scattering in Church or for decoration.
- If there is another wedding on the same day, you are to liaise with the other couple on the sharing of the decorations.

5. Other Terms and Conditions:

- **Photography & Videography** – Photographers and videographers are **NOT ALLOWED** to enter the Sanctuary area at any time during the Wedding Ceremony in order to maintain respect for the sacred space. In additional, please ensure they adhere to the following:
 - NO photo taking is allowed in the front during Homily and the Eucharistic Prayer as it is a form of distraction.
 - NO flash photography is allowed during the service or ceremony.
 - You should brief the photographers and videographers on the guidelines.
- **Use of Musical Instruments**
 - The Parish provides a Yamaha Clavinova Digital Piano for use by External Choirs.
 - Only our Parish Organists have access to the Rodgers Organ.
- **Air-conditioning**
 - The Air-conditioner will only be switched on **ONE** hour before your Wedding Ceremony to cool the place and switched off **HALF AN HOUR** after your Wedding Ceremony or when all your guests have vacated the Church, **whichever earlier**.
- **Altar Servers**
 - The Parish does provide 1 or 2 altar servers for a Wedding Ceremony. A small stipend for them is however appreciated to cover their transport costs (Recommended: \$20.00)
 - You may appoint your own altar servers, however, they are to be briefed **30 MINUTES** before the mass by the Parish Sacristan.
- **Car Park**
 - 5 cars are entitled to complimentary parking in the Car Park.
 - All other cars parked in the Church’s compound are charged according to the prevailing car park charges.
 - All cars parked in the compound are to exit immediately after the event has ended.
- **Cleanliness and Post-Event Matters**
 - You are responsible for the cleanliness of the Church and its facilities used.
 - Strictly no eating and drinking in Church.
 - Any decorations put up by you in Church have to be cleared and disposed properly immediately after your Wedding Ceremony. Any decorations put up in Bethany Hall should be cleared immediately after the event.

6. Disclaimer

- The Parish reserves the right to review, change and add to the guidelines and procedures without prior notice.
- The Parish will not be held responsible for any loss, injury or damage sustained by the Wedding Party and the guests while in the premise.

CONSENT / DECLARATION	
We have read, accepted and agree to fully comply the aforementioned terms and conditions. We also confirm that the information we have provided in this form is complete, accurate, recent and valid to the best of our knowledge.	
Signature of Bridegroom:	Signature of Bride:
Date:	Date: