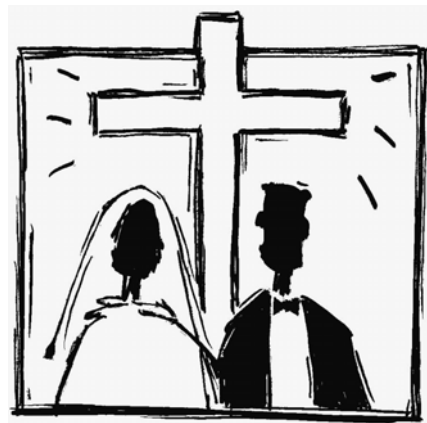


St Andrew's Church
KOWLOON

Wedding Booking



INFORMATION & CONDITIONS

GETTING MARRIED AT ST. ANDREW'S

St. Andrew's Church is part of the Anglican Province of Hong Kong Sheng Kung Hui, part of the Anglican Communion. Our guidelines and rules stem from our Bishop.

For a couple to be married in St. Andrew's at least one of them should be a baptized member of a Anglican Church. We expect that at least one of the couple has been baptized and that he/she is a regular practicing member of an Anglican church.

For members of St. Andrew's or one of her daughter churches, or members of other Sheng Kung Hui churches, we ask that couples make contact with their clergy directly.

Members of St. Andrew's must complete the marriage preparation sessions with a trained mentor couple appointed by the clergy before the wedding.

BLESSING OF A CIVIL MARRIAGE

St. Andrew's is unable to marry divorcees. However, in the case where one or both parties are divorced, St. Andrew's can offer a service of blessing after a civil marriage. Couples can contact the clergy directly.

The guidelines above, concerning marriage, also apply to couples who wish to have a blessing service after a civil marriage.

BOOKING PROCEDURES

1. Contact an Anglican pastor about your wedding.
2. Check the availability of the Church with the Church Office.
3. Booking can be confirmed no more than nine months in advance.
4. The Anglican pastor must confirm in writing that he/she will officiate the ceremony.
5. Fill in the booking form at the Church Office when the booking is confirmed.
6. For the wedding ceremony: Register at a Marriage Registry Office and obtain a certificate of Registration of Marriage. The certificate must be submitted to the Church Office no shorter than 7 days before the wedding.
7. For the blessing of a civil marriage: Submit a photocopy of the marriage certificate to the Church Office no shorter than 7 days before the blessing service.

FACILITIES AVAILABLE FOR WEDDING BOOKING

Church Sanctuary

1. Maximum seating is 400
2. A small bride's room
3. Audio and visual equipment
4. Projector and screen
5. Air-conditioning
6. Yamaha grand piano
7. Kneelers, red carpet, pen for signing the marriage certificate, reception table with white table clothes

Church Hall (for tea reception)

1. Maximum seating is 100
2. 12 square tables and 100 chairs
3. Upright piano
4. Air-conditioning
5. Projector and screen
6. 2 Microphones

Pantry (next to the Church Hall)

1. Refrigerator
2. A kettle/urn
3. Sink
4. No utensil supply
5. Only for arranging drinks and pre-cooked food

Ground floor, Old Vicarage

1. Can only be booked by SAC members to be used as the bride's room.

BOOKING FEES AND PAYMENT

Church Sanctuary

HK\$12,000

To include 2¾ hours of use on the wedding day, pastor's fee, AV, piano, sound technician on the day, air-conditioning, 1½ hours rehearsal, 4 car parking spaces and gratuities to the staff.

Extra/overtime (per hour or part of hour)

HK\$1,000

<u>Church Hall</u>	HK\$4,500
Include 4 hours of use , piano, kitchen, AV, tables/chairs, air-conditioning	
Extra/overtime (per hour or part of hour)	HK\$500
Ground floor, Old Vicarage (per hour or part of hour)	HK\$1,000
Extra AV technician time (per hour or part of hour)	HK\$1,000

Payment

1. Payment should be made by crossed cheque to **“ST. ANDREW’S CHURCH”**.
2. A non-refundable deposit of 50% of the total charge should be paid at the time of booking. The final payment must be paid 2 weeks before the wedding. If not, the booking will be assumed to be cancelled.
3. In the case of cancellation of booking, with at least 1 month’s notice, 50% of the total charge will be refunded.
4. A cash bond of \$500.00 must be lodged. This will be refunded, provided that all booking requirements are satisfactorily fulfilled, 7 days after the wedding.

GENERAL INFORMATION AND RULES ON USING THE FACILITIES

1. The facilities are available for booking except on Sundays and labour holidays, and when there is a Church function.

The Church Sanctuary may not be booked from the 2nd weekend in December until 26th December inclusive.

The timings for booking on Saturday are as follow:-

1st session: 12.30-3.15pm (Church Sanctuary)
1.00-5.00pm (Church Hall)

2nd session: 3.15-6.00pm (Church Sanctuary only)

The time above already include preparation, so no earlier entry to any of these facilities will be allowed.

2. You can book the rehearsal with the Church Office before the wedding. Times **not available** for rehearsal are : Thursday, Friday, Saturday evening and Sunday.
3. The service order and the decoration plan must be submitted to the Church Office for approval at least 2 months before the wedding.
4. Parking spaces are available for the bridal party on the wedding day. Four parking permits will be sent to you the week before your wedding. You are required to display them on the windscreen of your cars. Please notify your guests that no parking facilities is provided under any circumstances. No parking facility will be provided for rehearsal.
5. Video recording during the service is allowed with the consent of the officiating pastor.

6. The furniture in the Church Sanctuary must not be moved under any circumstances. The furniture in the Church Hall must be carried (not dragged across the floor) and the piano and stage must not be moved. No table or chair is allowed to put outdoor on the church grounds.
7. You are not allowed to use candle, confetti, rice or paper crackers in the church premises and grounds.
8. You must not fix anything to any door, wall or blinds without the Church's permission.
9. The Church does not have any room to store things for your wedding, please bring them on the day.
10. Photo taking after the service in the Church grounds is allowed and will not be charged as overtime.
11. All rubbish must be put in self-provided plastic bags, sealed and taken down to the rubbish bins.
12. No smoking is permitted indoors. Noise should be kept at a reasonable level so that you do not disturb others in the building.
13. The caretaker will be around to allow access to the facilities and lock up afterwards.

The couple are responsible for explaining the above rules to their guests and for seeing that they are followed. St. Andrew's Church reserves its right to bill your party for any damage or theft resulting from your use of its facilities.

St. Andrew's Church is not responsible for any belongings of those using the premises.

St Andrew's Church
KOWLOON

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