

GEORGE PRESBYTERIAN CHURCH

TERMS AND CONDITIONS - USE OF THE CHURCH FOR A WEDDING SERVICE

- Use is only secured by arrangement with the Church Minister. Please return Fax/eMail your request details.
Tel: 044 874-3105 / E-mails: minister@georgepresby.co.za / office@georgepresby.co.za

Names:
Groom..... ID Number:.....
Bride..... ID Number:.....
Phone/Cell numbers: Bride: Groom:.....
Birth Place: Bride: Groom:.....
Career: Bride: Groom:.....
Marital Status: Bride: Groom:.....
Permanent Address After Wedding:
.....
Wedding date & time:
- Flowers:** Flowers are obtained and arranged by the bridal party. *Should the service take place after 2.30pm on a Saturday afternoon, one bowl of flowers should be left in the church for the Sunday morning service.* Any own vases/stands are not left in the church.
- Keys:** Keys for the church premises are to be collected from the office between 9 - 12am on the Friday morning. The keys must be returned at the wedding, or on Monday morning. **NO AFTER HOURS NUMBER TO COLLECT KEYS.**
Cash Payment must be made to the Minister/Secretary the week before the wedding to receive the keys.
- Should a rehearsal be necessary, please check with the office if the church is available at the time required.
- Organist:** The couple may provide their own organist / music group. If required, the church can provide an organist.
Do you need an organist? YES / NO
If yes, the SHEET MUSIC must be given to the church secretary at least 1 (one) week before the wedding.
- Guest Minister:** By agreement with this Church's minister, shared roles are arranged. If the guest minister conducts the signing of the register, please provide his/her Marriage Officer Number:
- Furniture:** *NO furniture is to be MOVED e.g. communion table, lectern, baptismal font, elders chairs, etc.*
The Sound System is adjusted for Sunday worship, so is NOT TO BE TOUCHED.
- If candles are used, they are to be non-drip variety, with care taken for wax not to be spilled on carpets/tables.
- Petals:** Petals fresh or dried, are to be thrown, or "bubbles" blown, *outside the Church. No confetti or rice should be used, nothing should be thrown inside the church. Please sweep the path afterwards if petals are used.*
- FINANCIAL ARRANGEMENTS 2018 On: ALL BOOKINGS: see Number 1.
Donations for Church Member/Minister Ministry:
Minister: R750 Organist: 500 Cleaner: R150
Donations for NON-Member/External Ministry:
Church: R1000 Minister/CTaker: R400 Organist: R500 Cleaner: R150

Cash Payment to be made to the Minister/Secretary a week before the wedding to receive the keys.
Bank Transfer/Deposit: Bank: FNB George Branch code: 210 114 Account No: 522 94054 351
[Proof of payment for deposit to be faxed to the office (044 - 873 6197). No booking is valid without payment.]

Signatures: Bride: Groom:.....

Date: