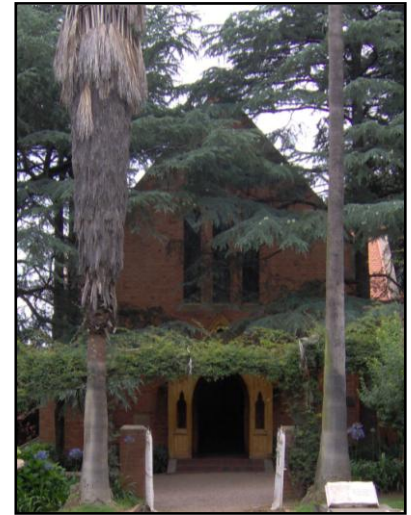


ST. SAVIOURS CHURCH
18 King Willow Crescent
Randesfontein Equestrian Estate
Midrand

GUIDELINES FOR
WEDDINGS AT ST SAVIOUR'S



Irrespective of which wedding venue you choose we trust that it will be a truly blessed and happy occasion for you both, your family and friends; we at St Saviour's would love the opportunity to share your celebration of marriage with you.

As in the hire of any facility, there are some points we would like you to take careful note of, so that the occasion of your wedding may be handled in a manner that will ensure that there will be no hiccoughs on your important day. Please could you communicate our guidelines to all those who will be involved in preparing the church for the marriage:

- 1 The church is a place consecrated for Christian Worship – it is the House of God. You are requested to bear this in mind at all times, treating it and the contents with due respect and reverence
- 2 The “Officiating Minister must belong to a denomination which adheres to the “Apostles Creed”. Would you please complete the section attached with the Minister’s details and return it to us as soon as possible
- 3 It is **absolutely forbidden** to move or re-arrange any furniture, fittings or fixtures in the church building. These include the altar, the pulpit, the baptismal font, the piano, organ or the pews.
- 4 You are required to share the cost of the flower arrangements with others that may be getting married on the same day. Flowers are always arranged in green and white as to fit in with all the colour schemes. Please contact **Mimi Adey** in this regard at 011 805 3887/ 082 682 5999 once you have made your booking.
- 5 The Church organist is **Hester Stevenson** LTCL/T, LTCL/P, LRSM, B Mus(Unisa) whom can be contacted on 011 314 2664 at reasonable hours of the day. No other organist/musician will be permitted to play the organ or piano. Included in your fee is one rehearsal to discuss your musical requirements in terms of hymns, and processional music. For any additional rehearsals a fee of R300 will be charged.

Mrs Stevenson should be contacted at least **2 months** before your wedding.

If you would like any other musician or soloist to participate in the service, please discuss this with Mrs Stevenson. We do not provide a sound system as the acoustics in the church are excellent. We discourage the use of large Hi Fi Systems and taped music.

- 6 Please make full use of our lovely gardens and the cloisters for your photographs before or after the service, but these facilities may not be used for any form of reception, therefore no food or drink will be allowed on the premises. Would you also please ensure that these are treated with due respect to normal tidiness and good manners.

Environment friendly confetti or rose petals may be used outside the church building only. Streamers are prohibited.

- 7 **Fee Structure:**The cost of using the Church for your wedding during 2008/2009 is as follows:

Deposit	R1000
Balance	<u>R1600</u>
Total	<u>R2600</u>

However an additional R300 is charged for weddings, taking place after **18h00** with an additional **R300** per hour onwards. **The fee for Sundays and Public Holidays is R3000.** Please make sure that a signed copy of the letter is returned with the deposit **within 14 days of making your booking.** The balance of the fee must be received at the above address **at least 8 weeks** prior to the wedding; otherwise we reserve the right to cancel any reservations you may have made. **The deposit will be forfeited if cancelled after return of form.**

- 8 **Please take note that the time allocated to you when the booking was made is the time that your actual service is to start. A delay in starting your wedding can affect weddings taking place after you.**
- 9 We try to do everything to ensure that all weddings run smoothly, however we have no control over weather conditions and power failures
- 10 Please ensure that your photographer is aware that no artificial lighting other than the normal camera flash will be allowed. The Photographer should also speak to the minister before the service starts to ensure that no misunderstandings occur during the Service.
- 11 Vehicles arriving for a wedding may under no circumstances use their hooters to announce their arrival as this is causing a disturbance of the peace for residents.

Please Note: Access to Randjesfontein is now restricted for security reasons. To facilitate access for wedding guests it would be advisable for them to produce their wedding invitations at the security booms

In conclusion, we wish you all the best, as you prepare for what we are sure will be the greatest day of your life. Please contact me if you have any queries or if you are unsure about anything.

Yours Sincerely

HESTER STEVENSON



AGREEMENT

PLEASE COMPLETE AND FAX WITH PROOF OF DEPOSIT TO:

HL STEVENSON
FAX: 011 314 2664
BANK DETAILS
Standard Bank Midrand Branch Code 001155
Savings Acc No – 204 714 184

OR MAIL WITH CHEQUE TO:

HL STEVENSON
Postnet Suite #437
Private Bag X121
HALFWAY HOUSE
1685

I understand all the regulations pertaining to the use of St Saviours Church, and agree to abide by them. Should I fail to do so, St Saviours Church reserves the right to cancel my request to use the church without any further notice. I understand that I shall also forfeit any monies already paid. Should any furniture or fixture be damaged or destroyed as a result of my ignoring these rules, I undertake to pay the cost of repair or replacement of the said item.

GROOM
NAME(IN BLOCK LETTERS)

WEDDING DATE

BRIDE
NAME(IN BLOCK LETTERS)

TIME

TELEPHONE NUMBER

FAX NUMBER

DENOMINATION OF OFFICIATING MINISTER_____

NAME & TEL NO OF MINISTER_____

NAME & TEL NO OF PHOTOGRAPHER/VIDEOGRAPHER_____

I have read the forms and agree to abide by the rules set out

SIGNATURE OF BRIDE/GROOM
