

ST. SAVIOURS CHURCH

HESTER STEVENSON
TEL :081 053 0484

Dear

YOUR WEDDING AT ST SAVIOURS CHURCH

We refer to your enquiry regarding the use of St Saviours Church for your forthcoming wedding, and we trust that it will be a truly blessed and happy occasion for you both, your family and friends.

As in the hire of any facility, there are some points we would like you to take careful note of, and we would ask that you make sure that these are made clear to all who will be involved in getting the church ready for your wedding.

- 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 colour schemes. Please contact **Liezel Mitchell** in this regard at 083 600 3065 once you have made your booking. No other florists will be allowed.
- 5 The Church Organist is **Hester Stevenson** LTCL/T, LTCL/P, LRSM, B Mus (Unisa) whom can be contacted on 081 053 0484 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 R 500 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 2020 is as follows:

Deposit	R 2 250
Balance	<u>R 2 250</u>
Total	<u>R 4 500</u>

However, an additional **R 1 000** is charged for weddings taking place after **16h00** with an additional **R 500** per hour onwards. **The fee for Sundays and Public Holidays is R 5 500.** 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. You have access half hour before your wedding time and the church must be cleared on the hour, an extra charge of R500 per hour will be payable if you run over time.**
- 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.

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

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.

AGREEMENT

PLEASE COMPLETE AND EMAIL WITH PROOF OF DEPOSIT TO:

H L STEVENSON

Email: hlstevenson1@gmail.com

BANK DETAILS:

Standard Bank Midrand Branch Code 001155

Savings Acc No – 204714184

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 _____