

AUTHORISATION FOR USE OF THE CHURCH

To authorise use of the parish church for your wedding, it is necessary to contact our Parish Priest, Fr Paul Huthnance on (02) 6452 2062. Once authorisation has been given, you will receive a booking form to be completed and returned with payment. Only then is your booking finalised.

CANCELLATIONS

St Patrick's Church wedding bookings are most commonly made 6 -12 months in advance. Therefore, in the event of cancellation, a percentage of the fee currently 75% will be retained to cover administrative costs. If you want to change any details of your booking (date, time) please do so by letter or e-mail.

CHURCH FEE

Administration/use of Church: \$250.00 the fee does not include flowers, musicians or payment to celebrant.

Payment should be directed to St Patrick's Parish, PO Box 186 Cooma NSW 2630 and must be accompanied by the completed booking and conditions agreement form.

PRIEST'S OFFERING

When deciding on the amount you wish to give to your Priest, it would be appropriate to bear in mind the many hours he will spend with you in preparation for your wedding and the cost of any literature he may provide. Whilst the amount is entirely up to you, it is worth noting that civil celebrants charge around \$350.00.

PRIEST

If you would like a Priest from St Patrick's to celebrate your marriage, please contact him as soon as possible to check his availability and make an appointment to meet with him. You are welcome to invite another Priest to perform the ceremony if you so wish. If you choose the latter option please provide the name, address and Celebrant Registration Number.

FORMAL REQUIREMENTS

Catholic Church

Each party must obtain an up-to-date Certificate of Baptism from the Parish in which the Sacrament was administered. The certificate issued at the time of baptism is not acceptable.

When one party is not a Catholic, it is necessary to obtain a Dispensation. This will be explained by your Priest.

Government

A 'Notice of Intended Marriage' form must be completed not less than 30 days and not more than 18 months before the date of the intended marriage.

Both parties must be at least eighteen years of age and free of any impediment (married before) to marry.

Both parties must provide a copy of their birth certificate.

Note: The above paperwork will be administered by your Priest; please do not send any documentation to the Parish Office.

MARRIAGE PREPARATION

The Catholic Church recommends that all couples attend an approved Marriage Preparation Course. Enclosed is a leaflet detailing courses run by CatholicCare, however it is advisable to discuss the various options available with your Priest before booking into a course. CatholicCare can be contacted on (02) 6162 6100 regarding a suitable course for you.

CHURCH FLOWERS

Special floral arrangements for weddings are not included in your booking fee. If there is more than one wedding on a particular day, couples sometimes share flowers to reduce costs and for convenience on the day. If you would like to investigate this possibility, the Parish Secretary will be able to put you in touch with the other couple(s).

St Patrick's Parish
St Patrick's Church - Cooma
Wedding Booking and Conditions Agreement Form

BOOKING: *Day* *Date / Month / Year* *Time*

GROOM

Full Name:

Address:

E-mail:

Tel:

Religion:

BRIDE

Full Name:

Address:

E-mail:

Tel:

Religion:

TYPE OF SERVICE (please tick)

Nuptial Mass

Ceremony Only

OFFICE USE ONLY

 Parishioner

 Non Parishioner

Fee Received (Cash/Cheque/Postal Order): \$

Drawer:

Received in person / in mail from:

please circle

Received by:

Date: / /

Notes:

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OFFICIATING PRIEST:

Name:

Parish/Location:

Celebrant's No:

Telephone:

AUTHORISATION BY PARISH PRIEST:

This booking for the use of St Patrick's Church has been authorised by:

Fr Paul Huithnance

Signature

on

Conditions Agreement

As the basis of acceptance of your booking at St Patrick's Church for your wedding we ask that you note and agree to the following conditions:

- ◆ Couples are normally expected to be married in their own parish;
- ◆ St Patrick's Church is here, first and foremost, for the use of the *parishioners* of St Patrick's for *Parish* worship. In accepting your booking, our expectation is that you will respect the usual procedures and practices of the Church and parish life;
- ◆ Seasonal parish decorations in the Church relating to the time or celebration of the liturgical year must not be changed or removed for weddings;
- ◆ Wedding Ceremony times available are negotiable.
- ◆ After your wedding, the Church is to be left as it was found;
- ◆ Confetti, rose petals, rice, etc. are not permitted in the Church.

We request that you indicate your acceptance of the above by signing below.

We

(please print names)

agree to abide by the above conditions in relation to our wedding booking at St Patrick's Church.

Signatures:

Date:

Finally in the event of this booking being cancelled please indicate payee(s) to whom the fee refund – 75% - is to be paid:

Name:

Address: