



# Wedding Services at St Andrew's

*St Andrew's Church*



## Getting Married at St Andrew's

St Andrew's Church is committed to the institution of marriage between a man and a woman. Marriage has been instituted by God (Genesis 2:24-25) and is a reflection of the marriage between Christ and his bride the church (Ephesians 5:25). Because of this we are eager that each couple to be married at St Andrew's knows and hears the gospel of Jesus. In addition we want couples to not simply be prepared for a special 'wedding day', but to be couples who are also well prepared for a 'life-time' of faithful marriage.

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 an 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.

# Wedding/Blessing Ceremony Booking

## Old Church

- 3 hours of use on the wedding day
- Pastor's fee & gratuities to the caretaking staff
- 1½ hours rehearsal (with the use of grand piano & mic)
- 4 car parking spaces
- Maximum seating 300 nos.
- Small bride's room
- Audio and visual equipment & technician
- Air-conditioning
- Yamaha grand piano
- Kneelers, red carpet, pen for signing the marriage certificate
- Reception table with white table cloths

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HK\$15,000

**Extra/overtime (per hour or part of hour)** HK\$1,100

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**Extra band/orchestra rehearsal time** HK\$1,200

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(per 2 hours with technician)

**Old Vicarage, Ground floor as bride's room** HK\$1,200

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(for SAC members only per wedding max. 3 hrs)

**Band equipment (per use)** HK\$500

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(keyboard & amplifier, bass guitar amplifier, acoustic guitar amplifier, drum kit, cables)

**Vertical display screen** HK\$150/hr

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(minimum use of 2hrs)

# Tea Reception

(Block booking of 4 hours)

## 1. Seeds Garden

- Exclusive use
- 4 long tables and 3 bar tables
- PA system
- Pantry for arranging drinks and pre-cooked food (refrigerator, water boiler, sink, oven, but no utensil supply)

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HK\$5,000

## 2. 1/F Hall, Christian Centre

- Maximum seating is 100
- 100 chairs
- Keyboard
- Air-conditioning
- Projector and screen
- Computer
- PA system
- Pantry for arranging drinks and pre-cooked food (refrigerator, water boiler, sink, oven, but no utensil supply)

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HK\$5,000



3. G/F Covered Area , Christian Centre,

- 4 long tables and 3 bar tables
- Urn
- Pantry for arranging drinks and pre-cooked food (refrigerator, water boiler, sink, oven, but no utensil supply)
- PA system

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HK\$5,000

**\*Extra /overtime (per hour or part of hour)** HK\$1,000  
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# 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 \$10,000.00 must be lodged. This will be refunded, provided that all booking requirements are satisfactorily fulfilled, 7 days after the wedding.

## General information

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 follows:

**1st session:** 12:00-3:00pm (Ceremony in Church)  
12:00-4:00pm (tea reception)

**2nd session:** 3:00-6:00pm (Ceremony in Church only)

*The times above already includes 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: 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 given to you on your wedding rehearsal. 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. Photo taking after the service in the Church grounds is allowed and will not be charged as overtime.

# Terms and conditions

## Interpretation

- "Licensee" means the person/organisation or company who is legally responsible for the license of use of any of St Andrew's facilities.
- "Church Council" means the St Andrew's Church Council.
- "Manager" means the St Andrew's Executive Director in charge of facilities booking or any person authorized by him/her to discharge such functions and duties.
- "Facilities" means the St Andrew's facilities booked by the Licensee.

## General Covenant

The Licensee shall ensure the performance and observance of these Terms and Conditions by their participants and all other persons admitted to any of the facilities booked by them.

## Use of the Facilities

The booking shall be deemed to be cancelled if the Licensee -

- a. assigns or sublets the use of facilities to another party;
- b. uses the facilities for a purpose other than stated in the booking form;
- c. changes the nature of the function.

## Damage to or Loss of Property

Under no circumstances will the Church Council make good or accept responsibility or liability in respect of any damage or theft or loss of any property, goods, articles or things whatsoever placed, deposited, brought into or left upon the premises either by the Licensee for their use or purposes or by any other person, or left or deposited with any other Church staff and the Licensee must indemnify and hold the Church Council, and their staff harmless in respect thereof. Storage space will not be provided for any wedding bookings prior to the wedding day.

### **Damage from Closure**

The Church Council shall not be liable for any loss due to any breakdown of machinery, failure of supply of electricity, leakage of water, fire, government restriction or act of God which may cause the premises to be temporarily closed or the booking to be interrupted or cancelled.

### **Indemnity**

The Licensee shall be liable for and shall indemnify the Church Council in respect of any loss, damage, or injury which may be incurred by or be done or happen to the Licensee or any person or persons in their employ or any of their subcontractors or by or to any other person or persons resorting to the facilities booked by reason of the use of the facilities booked by the Licensee.

### **Removal of Property after Booking**

The Licensee must remove all their property immediately after the booking. No property is allowed to leave behind and store in the Church without prior permission.

### **Damage or Repair of Property**

- The Licensee shall repay to the Church Council on demand the cost of reinstatement or replacing any part of property in the facilities booked by them, which shall be damaged, destroyed, stolen or removed during the period of the booking.
- The Licensee shall leave all apparatus, utensils, fixtures, machines or equipment in the facilities booked and used by them or on their behalf in a thoroughly clean, wholesome and properly working condition to the satisfaction of the Manager.
- The Licensee shall not permit any electrical apparatus or fittings of any kind to be attached to or used in conjunction with existing electrical fittings in the facilities without the prior permission of the Manager.

- The Licensee shall not affix any glue, scotch-tape, gum-paper, nails, spikes, tacks or any other things on any plaster wall or floor or on any fixture fitting or furniture in any part of a unit, without the prior approval of the Manager.
- The Licensee shall not move any furniture in the Old Church under any circumstances. The furniture on stage in the Christian Centre, 1/F Hall must not be moved. Other furniture in the Christian Centre, 1/F Hall must be carried (not dragged across the floor). No table or chair is allowed to put outdoor on the church grounds.

### **Admission and Control of Participants**

The Licensee shall during the booking responsible for:

- The efficient supervision of the Auditorium / Amphitheatre; Grand Hall / St Andrew's Church including the effective control of children, the elderly and safe admission and departure of persons to and from this facility and orderly and safe clearance of the facility in case of emergency;
- The safety of any of these facilities and the preservation of good order and decency therein,
- Ensuring all doors giving egress from the facility shall be kept unfastened and unobstructed and immediately available for exit during the whole time the facility is in use and no obstruction shall be placed or allowed to remain in any corridor giving access to the facility booked.
- Admission to the Auditorium / Amphitheatre & Grand Hall / St Andrew's Church shall be subject to the control and direction of the Manager who, in his/her absolute discretion, prohibit or delay the admission of any person, or at any time order any person out of the facility booked if such person contravenes these Terms and Conditions or behaves in a noisy, disorderly, or objectionable manner. Noise should be kept at a reasonable level to avoid disturbances for others on church ground.

### **Catering Services**

The Licensee shall not, without the prior consent of the Manager in writing, permit food, drinks or gifts of any kind to be distributed to any members of participants, and such consent may be withdrawn by the Manager if there is any breach or non-observance of any conditions prescribed by the Manager for the distribution of such food, drink or gifts.

### **Smoking & Naked Flame**

The Licensee shall not permit smoking or use of naked flame in any of the facilities including the burning of candles and/or incense on any part of St Andrew's Church ground.

### **Sound**

The sound system must be operated by a St Andrew's authorized sound technician. The Licensee shall not, without the prior permission of the Manager, permit any person other than the Manager or a person duly authorized by him/her to handle the sound system.

### **Video Recording**

Video recording during the service is allowed with the consent of the officiating pastor.

### **Unmanned Aerial Vehicles**

Unmanned Aerial Vehicles are not allowed to be used in any facilities or on St Andrew's Church grounds.

**Confetti, flower petals or paper crackers are not allowed.**

### **Time for Setup and Clearance**

The booking time must include setup and clearance. Any flower delivery should be made within the booking time.

## **Booking fees**

The booking fees shall include the provision of appropriate services specified in this booking application form so far as such services are required by the Licensee and are considered reasonable by the Manager. Provided the Church Council shall not be liable to the Licensee for any damage or loss they may sustain arising out of lack of such services or failure of supply or breakdown in the air-conditioning, lighting, equipment, sound or projection system in the facility.

## **Typhoon and Storm**

If typhoon warning signal no. 8, 9, 10 or black rainstorm warning signal is in force within two hours prior to any booking, that particular booking will be cancelled. The booking can be rescheduled within six months after the original date, subject to availability and confirmation by the Manager, and no refund will be made by the Church Council. If typhoon warning signal no. 8 or above is issued after the start of a booked session, the event must be terminated immediately. If black rainstorm warning signal issued after the start of a booked session, you are advised to stay at the venue until it is safe to leave.

## **Closure and Cancellation**

The Manager may at any time and in his/her absolute discretion close the facility booked, or by notice to the Licensee, cancel a confirmed booking and on such closure or cancellation any monies paid by the Licensee by way of fees or charges shall be returned to the Licensee, but the Church Council shall not be liable to the Licensee for any loss or damage they may sustain arising out of such closure or cancellation.

## **Vacating Premises**

The Licensee shall at the expiration of the booking leave the facility in a clean and orderly state. All rubbish especially used food and drink must be put in plastic bags, sealed and taken to the rubbish depot. This includes but not limit to all the removal of flowers and decoration that may be brought and used at the facilities by a Wedding or Funeral booking.



**Outdoor & common area**

The Licensee should not use the outdoor common area or the covered area of the Christian Centre for any activities except photo taking.

**Change or Amendment**

The Manager retains the right to change or amend the aforesaid Terms and Conditions in his/her absolute discretion.

**Breach of Terms & Conditions**

Should the Licensee fail to observe or perform any of the provisions in these Terms and Conditions, the Manager may, without notice, cancel the confirmed booking and terminate the booking but such cancellation shall not be construed to release the Licensee from any of their obligations under these Terms and Conditions nor affect any right or remedy which the Church Council may have under these Terms and Conditions or otherwise and any booking fee and refundable bond paid by the Licensee shall be forfeited.







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