St Aidan's Wedding booking form

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St Aidan's Wedding booking form	St Aidan's Anglican Church
Requested Rehearsal Date: Tir	ne: Confirm availability: 🗆
Requested Wedding Date: Tir	ne: Confirm availability: 🗆
(If Hall Hire is requested, complete and attach hall hire form)	
Contact Details: Groom	Bride
Name:	
Address:	
Phone:	
Email:	
Baptised:Yes / NoMarital Status:Never Married / Civil Union / DivorcedWedding Details:	Yes / No Never Married / Civil Union / Divorced
Which church do you attend?	
What is the name of the minister who will conduct your wec	lding?
Email:	Phone:
Contact name and email of a trusted person in the event of a	a query after the wedding:
Flowers: Would you like to use the church flowers: Yes / No What are your wedding colours? Will you like to serve food & drink in the GA? Yes / No Please give details:	Sound & Vision: Live performers with/without instruments? Yes/No If yes, details:
How many guests are you expecting?	(Comfortable 200-250, recommended max. 300)
Timing:Up to 6 hours for use of church for Rehearsal, decorating tAny additional time as noted by our Verger will be chargeddeducted from your bond.*Plus \$500 refundable bond.\$250	-
St Aidan's bank account No. for payment of deposit, be Please include your invoice number and name in the rease To expedite reimbursement of the bond after your we confirm your bank account details: Either: A copy of your account deposit slip, OR: A screenshot of your bank account which includes	reference field of deposits. edding, please forward one of the following to name, account number and bank logo,
OR: The header section of a bank statement which incl *** Please note: do not include, or black out prior to sendi	

This information is treated as confidential and will only be used by St Aidan's for the purpose of your wedding arrangements.

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To be completed by Parish office:

	Balance Payment	<u>\$</u>	
	Initial Deposit	\$	250.00
	Total Payable	<u>\$</u>	
□ St Aidan's organist \$200			\$
OPTIONAL Additional hire of church -	no. of hours Hours @ \$200 pe	r hour	\$
Plus bond \$500 (returnable if These prices include: \$250 n Verger			\$ 500.00
Church - standard rate for ma	aximum 6 hours		\$ 1,250.00
<u>Cost Calculations:</u>			

Name of Verger	Info form sent: \Box	
Sanctuary Guild, Grounds Team advised: \Box		
\$250.00 deposit received: \Box	Date deposit received	
Invoice No: Copy from Xero		
Date final payment is due		
Marriage licence received: \Box		
Marriage Register completed: \Box		
Verger payment authorisation:		
Please pay: Verger Name	\$Amount	
Authorised by: Signature	Date: Click here to enter a date.	