

For Office use:

Officiating Minister

Letter to Minister (if applicable)

Organist Confirmed

Cleaner/Caretaker advised Flower Convenor advised

<u>FEES</u>		Requested	Received
Booking Fee	\$.....
Church	\$.....
Minister	\$.....
Organist	\$.....
Lounge	\$.....
Bond	\$.....

Church and/or Lounge checked

Amount of Bond to be refunded \$..... Date refunded

Expectations if using your own minister

If you regularly attend another church you will likely wish to ask your own Minister to officiate at the ceremony, and this does not usually present any problems. In such cases you will need to agree to the following criteria:

- The building is the spiritual home of the congregation of the Cashmere Presbyterian Church, and, as such, should be treated with respect at all times.
- The booking of the Church will provide access to the Church for one hour prior to and one and a half hours after the time the service is to commence. The Church will be opened by the caretaker.
- If a rehearsal is required a time and date must be negotiated in advance.
- All fees must be received in the Church Office not less than one month before the wedding.
- Please do not move or remove any furniture in the Church, including, but not limited to, the piano, nor cover over or move any decorative elements or symbols – especially those relating to the Presbyterian Church.
- Sound System—all levels are pre-set and cannot be altered in any way. No other items may be fed through the sound system.
- There is a Power Point system in the Church. If you wish to use this please enquire with the office as to the conditions and fees.
- Services in the Church must be Christian marriage services, and the person officiating must be a marriage celebrant on the list of celebrants of his/her church.
- Celebrants on the civil list may only conduct weddings ceremonies in the Lounge.
- The name and Church of the person officiating shall be advised at the time of booking.
- The printed Order of Service must state which Church the minister belongs to
- You will be required pay a bond of \$300. This is refunded provided that the Church and its chattels are left in a good and working condition, and the conditions above have been adhered to.

Fees

- Use of the Church for those whose family is not actively involved in the life of the Cashmere Presbyterian Church: \$600+GST
- Minister's Fee (Minister arranged by Cashmere Presbyterian) \$250
- Organist (if required): \$120
- Lounge hire (if required): cost is from \$240-\$800 +GST, dependent on length of time it is hired for—please enquire with the office.
- Rehearsal: allowance for one rehearsal, (no longer than one and a half hours) is included in these fees.

These fees **include the Booking Fee** of \$100 (non-refundable) which must be paid within one month of making your booking. The remaining fees are to be paid to the Church Office by cash, cheque, or direct banking, at least one month before the date of the wedding.

Cancellations

If your circumstances or plans change and you wish to cancel your booking please advise us as soon as possible. If cancellation is more than one month in advance of the booked date, only the \$100 booking fee is forfeit; for cancellations less than one month from the booked date 50% of the total fees will be retained.



Interested in finding out more or making a booking?

To view the premises and/or enquire whether the date you want is available, please contact the Office Administrator on (03) 332 7129 to arrange a suitable time. The Parish Office is open Monday, Tuesday, Thursday, and Friday mornings.

For an indication of availability you can also check the "Calendar" page on our website (www.cashmerechurch.org.nz/calendar) which is updated regularly.

CASHMERE PRESBYTERIAN CHURCH

Minister: Rev Silvia Purdie BA BTheol
Office Administrator: Gail Weaver

2 Macmillan Avenue
Cashmere
Christchurch 8022
Phone: (03) 332 7129
Email: cashmere.church@xtra.co.nz
Website: www.cashmerechurch.org.nz

Weddings at



Cashmere Presbyterian

Planning your wedding? Congratulations! And now you are looking for that special place to celebrate your marriage. You will find it at Cashmere Presbyterian church, where the architecture and intimate atmosphere create a fitting setting for the celebration of a marriage that acknowledges that love is a gift of God.

What facilities are available?

The church itself holds up to 200 people, and is equipped with a fine organ and a grand piano. Our organist/pianist can be engaged for your wedding if you so desire. The sound system allows for CDs or iPod/MP3's to be played through it, or you may wish for other music—such as a soloist, instrumentalist, or group—and this can be discussed with the minister who will take your ceremony.

After the ceremony you may wish to have the use of the lounge, which is suitable for anything from light refreshments before moving to another venue, up to a full reception.

The lounge is large enough to seat 90-100 guests formally, or more if having an informal gathering, with tables, chairs, crockery, and cutlery available for your use. Attached to the Lounge is a Registered commercial kitchen, suitable for both those wishing to cater for themselves and those wishing to hire in an outside catering company.

The Lounge can also be hired for community and business meetings, conferences, and other functions and celebrations.

Who can officiate at your ceremony?

- A wedding can be conducted by the minister of Cashmere Presbyterian Church, or by another Presbyterian minister at the request of, or with the concurrence of, the minister of Cashmere Presbyterian Church.
- A minister or pastor of one of the churches in good standing with the Presbyterian Church, and to which at least one of the couple belong as active members, may conduct the wedding with the concurrence of the minister of Cashmere Presbyterian Church. For our expectations of you in such circumstances, please see the conditions listed on the back of the booking form.
- All weddings in the Church must be Christian wedding ceremonies. However, those using only the lounge may have their ceremony conducted by Marriage Celebrants on the Civil Register.

WEDDING BOOKING

Planning Your Service

Several months before your wedding you will both need to meet with the officiating Minister. This will be the first of 2 or 3 discussions, which will provide an opportunity to share your understanding of the commitment you are making, to plan the wedding service, and to discuss your particular needs.

You may be aware of options that have been used by others who have been recently married in a Church service, and the Minister will be able to provide you with a variety of resources to help shape your service, including suggestions for suitable readings and hymns—or you may wish for more contemporary music. A marriage service is very personal, and it is important that you are fully involved in shaping the service you will have on the day.

Marriage Preparation

If you're like most people you prepare and plan for many things in life: education, career, retirement and holidays. And most couples spend up to 250 hours planning their wedding, but very little time, if any, planning for married life. There are many things you can do to begin building a lifelong, happy marriage. Investing in your relationship before you are married will reap rewards for many years to come.

You should discuss marriage preparation options with the minister who will be officiating at your ceremony. A useful online resource is the Prepare/Enrich Assessment from www.enrichnz.co.nz

Flowers & Decorations

Every couple being married at Cashmere Presbyterian Church has their own expectations about flowers for the Church. We therefore find that it is better to leave these arrangements as your responsibility. Vases, pedestals and other items are all available at the Church for your use. We do, however, ask that for Saturday weddings whatever main flower arrangement you have at the front of the Church remain for the next day's Sunday service. But at the conclusion of your marriage service you are free to remove whatever other supplementary arrangements you may have had in place.

If you wish for your flowers to be brought up on the day of the wedding more than one hour before the booked time, then you should make arrangements with the church office for a suitable time.

Large white bows are available for the ends of the pews in the Church, or you are welcome to provide your own decorations for the pews. Do be mindful that such decorations tend to narrow the effective space available in the Church aisle. If you are decorating the ends of pews yourselves, a ribbon loop is the most effective means of securing such decoration. The use of drawing pins etc., is not permitted. BlueTak is not recommended.



The Lounge is suitable for both formal and informal events

Photography & Video Recording

Photography and video recording of your marriage service is permitted—assuming always, of course, that the photographer is using sensible discretion during the service. Remember that you have asked for your marriage service to be a Church service, so please respect that.

Confetti

We ask that, should you wish to use confetti or any bio-degradable, environmentally friendly alternative items (flower petals, rice etc), that such use is confined to outside the church buildings.

Marriage License

A marriage license is the legal authority by which the Minister is permitted to marry you, and this is obtained through the Registrar of Births, Deaths and Marriages (in Christchurch: Dept. of Internal Affairs, Level 1, BNZ Centre, 120 Hereford Street). The minister requires your Marriage License several days prior to your wedding.

Rehearsals

Rehearsals are not mandatory, although many couples do prefer to have one. If you intend to have a rehearsal, arrangements for this need to be made with the Minister at the time you finalise your marriage service, or with the office if using your own minister. If the rehearsal is to be on the day before your wedding we strongly recommend that you plan the rehearsal for no later than late afternoon.

Service Times

Cashmere Presbyterian Church is a popular venue and has many weddings each year. There may well be a wedding immediately before or after yours on the day you have chosen. With this in mind, we ask that you respect the time you have booked for your wedding. Your booking provides you with access to the church from one hour before to one and a half hours after the booked time of the ceremony.

Any changes to the arrangements must be advised to the Church Office, and changes to the booked time must be cleared in advance.

Whilst it is always the Bride's prerogative to be a minute or two late, please do not stretch that tradition too far! The Minister (and your guests) will expect the Groom and his party to be at the Church 15 minutes prior to the time of the service, and the Bride and her party to be there within a minute or so of the appointed time. Much more than that causes unnecessary anxiety for all concerned and, should there be a wedding immediately following yours, puts at risk the time you had booked.



The church is ideal for either large or intimate ceremonies

Date.....

Time.....

Name of Bride.....

Address.....

.....

Phone: Home..... Mobile.....

Email:.....

Name of Bridegroom.....

Address.....

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Phone: Home..... Mobile.....

Email:.....

Is the Cashmere Presbyterian Church Minister to Officiate? Yes/No

If not, Name of Minister/Pastor/Priest

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(subject to approval by Cashmere Presbyterian Church)

Address.....

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Church.....

Phone.....

Is the Cashmere Presbyterian organist required? Yes/No

Saturday weddings - main flowers will be left for Sunday Yes/No

Do you wish to book the Church lounge?

No Yes—part day (3-4 hours)

Yes—full day

Yes—other length of time.....

Please return this form to:
Cashmere Presbyterian Church Office,
2 Macmillan Avenue, Cashmere, Christchurch 8022
or scan and email to: office@cashmerechurch.org.nz