

YOUR WEDDING IN STELLENBOSCH MOEDERKERK

1. GENERAL

We share your excitement for your big day that lies ahead. Our prayer is that God will bless your marriage. Enjoy the preparations for the wedding – it's part of the journey! We are glad that you have decided to consider our historic church building for your marriage ceremony. We are the second oldest congregation in South Africa (founded in 1686) and here you will make your marital vows to each other in front of family and friends like many before you. Because we are such a popular church for weddings, we find it necessary to state a few rules and regulations below.

2. BOOKING

Bookings must be done personally or telephonically. **No weddings may be booked on Good Friday, Easter Sunday or Christmas Day.** Your booking will only be final when the form (on pg 3) is completed and sent to the church office via email, the hiring fee has been paid (preferably electronic payment) and the church office has confirmed your booking. Under no circumstances may the time that your ceremony has been booked for be changed without contacting the church office.

3. DURATION OF THE CEREMONY

- 3.1 45 minutes is reserved for the wedding ceremony. After that you have 15 minutes for photos in the church and to remove all décor from the church. Thus you have 60 minutes in total for the ceremony. The church will be opened 60 minutes before the ceremony starts for any logistics like flowers etc (as arranged with the care taker).
- 3.2 If the bride is late, we will have to shorten the ceremony time in order to accommodate the time allocated. The marriage counselor will receive instructions to stay within the time frame.

4. WEDDING FEE

- 4.1 The fee for the use of the church building, facilities and care taker is R6 550.00.
- 4.2 This amount is payable as soon as possible after the booking has been made. We prefer electronic payment. Our bank details are as follows:
NG Kerk Stellenbosch
NEDBANK (BUSINESS WINELANDS) ACC NR. 1498043232 (Cheque) Branch code: 149821
Please use date and name as reference and e-mail proof of payment to marianne@moederkerk.co.za
- 4.3 Cancellation of a wedding ceremony must happen at least two months prior to the booking date. If the cancellation is in less than two months before the ceremony, we will have to charge a full fee.

5. MARRIAGE COUNCELOR

- 5.1 Please make arrangements with a pastor of your choice. Arrangements for the settlement of his/her fee has to be arranged directly.
- 5.2 The marriage counselor must be registered with the Department of Home Affairs.
- 5.3 The marriage counselor must be willing to convey the character of our congregation.
- 5.4 Any change to the counselor that will oversee the marriage must be communicated with the church office.

6. ORGANIST

- 6.1 We prefer that you make use of our organist, **Zorada Temmingh**. You can contact her at zorada@zorada.co.za or at 082 560 7553. You can make use of your own organist. Please make sure that this person has permission from Zorada to play on the organ. All payments and arrangements must be done with the organist directly.
- 6.2 If you do not want to make use of the organ, you can play music through the laptop in the church. These arrangements must be made with the care taker and must be tested before the ceremony.

7. CARE TAKERS

- 7.1 The care takers are available at **082 784 2012** or **koster@moederkerk.co.za** (Ester van Wyk)
- 7.2 The office will inform the care takers of your wedding ceremony as soon as the wedding form is handed in and payment is received.
- 7.3 Please contact the care takers two weeks prior to your ceremony with final arrangements.

8. REHEARSAL

- 8.1 One rehearsal of 30 minutes is included in the wedding fee if you would like to make use of that. The time of the rehearsal must be arranged with the care taker in advance, they will then book the church via the office.
- 8.2 Additional rehearsals or rehearsal times can be arranged at a cost of R350 per half hour.

8. ARRANGEMENTS IN THE CHURCH

8.1 FLOWERS & PEW ARRANGEMENTS

- 8.1.1 The florist must arrange the flowers **beforehand** and deliver it to the church **one hour before** the ceremony starts (only through the consistory). Please make sure not to make a mess on the carpet.
- 8.1.2 No stands with sharp edges may be used as this damages the carpet.
- 8.1.3 Only elastic bands or ribbon may be used to attach arrangements to the pews. No tape or glue of any kind.
- 8.1.4 Keep in mind that the aisle leading up to the altar is very narrow.
- 8.1.5 All flowers and decor has to be removed from the church immediately after the ceremony.

8.2 CANDLES

ONE large candle and/or TWO smaller candles are allowed if they form part of the ceremony. The large candle has to be in a glass container that is higher than the candle. The smaller candles has to be in holders and only non-drip candles are allowed. These candles can only be placed on the glass table top in the space in front of the altar.

8.3 SIGNING OF THE REGISTER

The register is usually signed on a table inside the church. You are responsible for any décor like flowers or a table cloth for the table.

8.4 CONFETTI

Confetti may be used, but only natural products and only outside the church building.

8.5 ELECTRONIC EQUIPMENT

The church has a fully equipped sound system and **no** electronic equipment may be plugged into the sound system.

8.7 WATER

Unfortunately no water bottles will be allowed inside the church.

8.8 PHOTOGRAPHERS

We kindly request that all photographers respect the liturgical space in the church with specific reference to the marriage ceremony. We ask that they use their judgement in order not to disturb the liturgical space and ceremony.

Please send this form to the church office with your proof of payment

DAY OF MARRIAGE CEREMONY

DATE

20....

TIME

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GROOM

SURNAME			
FULL NAME			
ADDRESS (not postal)			
	Telephone (Home)	Telephone (Work)	Cellphone
	E-mail		

BRIDE

SURNAME			
FULL NAME			
ADDRESS (not postal)			
	Telephone (Home)	Telephone (Work)	Cellphone
	E-mail		

MARRIAGE OFFICER

TITLE, INITIAL AND SURNAME	CELLPHONE
CONGREGATION AND NUMBER	E-MAIL

ORGANIST

NAME	CELLPHONE	E-MAIL
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FLORIST

NAME	CELLPHONE	E-MAIL
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WEDDING COORDINATOR

NAME	CELLPHONE	E-MAIL
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PLEASE MARK WHICH OF THE FOLLOWING YOU WILL BE USING

ALTAR	<input type="checkbox"/>	PODIUM	<input type="checkbox"/>	LAPEL MICROPHONE	<input type="checkbox"/>	EXTRA MICROPHONE	<input type="checkbox"/>
CD PLAYER	<input type="checkbox"/>	LAPTOP	<input type="checkbox"/>	SOUND EQUIPMENT	<input type="checkbox"/>	TV SCREENS	<input type="checkbox"/>

AMOUNT PAYABLE

Hiring of the church building

R6 550

(organist and pastor on own account)

R6 550

For official use only

Amount paid	
Receipt number	
Date	

Please explain your décor concept shortly:

I/we are in charge of arrangements and correspondence on behalf of the bridal couple. I/we take responsibility for the microphones and laptop if it is in our use.

NAME AND SURNAME

WEDDING COORDINATOR

SIGNATURE

DATE