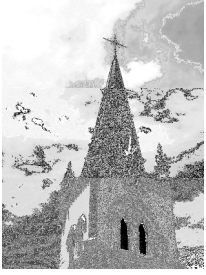




Planning your wedding

IMPORTANT NOTES

1. You are eligible to celebrate your marriage at Nativity Church if:
 - a) You or your fiancée stays within the boundary of this Parish. If you are not a parishioner of this church you need to invite your own priest to officiate the wedding.
 - b) Both of you must be single and never married. If you are previously married and divorced, please speak to the priest first.
2. Book your wedding date/time with the priest first and then confirm its availability with the Parish Secretary 6 months before the wedding.
3. Time schedule for weddings on Saturdays are: 9 am, 11 am and 2 pm. No weddings will be conducted on Sundays. Weddings can take place on all other week days. (Except Holy Week and Days of obligation)
4. Attend the Catholic Engaged Encounter (C.E.E.) or the Marriage Preparation Course (M.P.C.) at least 6 to 12 months before your wedding.
The C.E.E. website is: www.catholic.org.sg/ceespore
The M.P.C. website is www.catholic.org.sg/web_links/MPC
5. If you are not already registered with the Registry of Marriages (R.O.M.), inform of your intention to marry in the Church and the name of the priest who will be solemnizing your marriage 2 to 3 months prior to your wedding date. You are to collect your unsigned marriage certificate 3 days before the wedding date from the R.O.M and hand it to the Parish Secretary on that same day. The R.O.M. website is www.rom.gov.sg
6. Make an appointment with the priest to go through the Prenuptial Inquiry (church documentation) at least 3 months before the wedding.
7. Documents (Original and Photocopy) to bring when you meet the priest are as follows:
 - ✦ A new extract of your Baptism Certificate (It must be issued to you within the last 6 months.) Obtain it from the parish where you were baptized. Just mention that it is for the purpose of marriage.
 - ✦ IC or passport.
 - ✦ Certificate of Participation either from C.E.E or M.P.C.
 - ✦ R.O.M. certificate (If you have already gone through the civil marriage rite at the R.O.M.
 - ✦ Names and I/C No. or Passport No. of your two witnesses.
 - ✦ A draft copy of your mass/service booklet (If it is available).



WEDDING AT NATIVITY CHURCH

INFORMATION AND INSTRUCTIONS

FOR APPLICANTS AND THEIR HELPERS

I. PRELIMINARY

1. Please see the parish secretary for practical arrangements of your wedding, such as: the floral arrangements, use of the "Green House/"Canteen for reception, the choir and other practical matters.
2. The applicant refers to the groom or bride who is applying for the marriage ceremony at Nativity Church and use of the facilities.

II. FLOWERS/ DECORATIONS

1. Please note that you are to use only the floral team assigned by the Church.
2. If you require additional decorations, you can contact the "Deco Team". The costs would depend on how much your "extras" costs. Please see the Parish Secretary for the contact no.
3. Use of confetti is NOT permitted inside or outside the Church.

III. CHOIR AND ALTAR SERVERS

1. Please make arrangements with the secretary if you require the services of the altar servers or choir. Your invited organist and choir are to follow the instructions given by the Sacristan and sound man.
2. The applicant and representatives are reminded that personnel, such as sacristan, choir members or servers are to assist in your wedding. Please be cordial and co-operative.

IV. RECEPTION

1. The "Green House" Reception Hall or the canteen is available for holding the wedding reception.
2. Smoking, use of controlled substances or alcoholic beverages is NOT permitted anywhere in the church.
3. Decorations are the responsibility of the applicant. All decorations must be removed immediately after the reception. Pinning, taping, tacking, gluing, nailing, stapling or wiring of decorations onto any wall, woodwork or furnishing of the premises are NOT permitted
4. No cooking is allowed at the church premises. It is the responsibility of the caterer to furnish all tableware (plates, glassware, cups, silver, linens etc.) dustbins as well as tables and chairs. The applicant must ensure that the premises are cleaned up and restored in its original condition after the reception.
5. The applicant is responsible for providing his own music for the reception.

V. PHOTOGRAPHY/ VIDEO TAKING

1. You are to engage your own photographers.
2. Photographers are **NOT** to step on to the sanctuary at ALL times.
3. There should be minimal distractions during the homily and the Prayer of Consecration (if there is a Mass).

APPLICATION FOR THE USE OF CHURCH FACILITIES FOR WEDDING

Applicant's Name _____ I/C no. _____

Date and time of Marriage _____ Celebrant _____

Address _____

Mobile _____ Home no. _____ Office no. _____

SCHEDULE OF DONATIONS

Since weddings require special services of church personnel and facilities, it is necessary to involve financial responsibilities.

Use of Main Church	\$ 200	<input type="checkbox"/>
Use of "Green House" Reception Hall	\$ 200	<input type="checkbox"/>
Use of canteen	\$ 100	<input type="checkbox"/>
Use of Church Floral Arrangements	\$ 200	<input type="checkbox"/>
Engagement of Church Choir	\$ 100	<input type="checkbox"/>
Additional Deco	\$ _____	<input type="checkbox"/>

Your donation must be made upon confirmation of bookings to "CHURCH OF THE NATIVITY" (crossed cheque or cash).

Tokens of appreciation to the altar servers are to be given directly to them.

BREACH OF REGULATIONS

The church reserves the right to reject any application without explanation. Damages and cost of repairs to Church property will be borne by the applicant.

APPLICANT'S CONSENT

I hereby agree to the terms and conditions set by Nativity Church for the use of its facilities for our wedding.

Name _____

Signature _____

Date _____

Amount donated _____

Cheque No. _____

Received by _____

Receipt No. _____

Signature _____

Date _____