



# WEDDING BOOKING FORM

(Please Complete in Block Letters)

Wedding Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ (DD/MM/YYYY)

*\*Delete where appropriate*

**TIME: \*9.30am/10.00am**

**\*MASS / SERVICE**

***Please read the guidelines on the following pages before completing this form.***

	BRIDEGROOM-TO-BE	BRIDE-TO-BE
Name (as in NRIC)		
Nationality		
Religion		
Mobile No.		
Email Address		
Residential Address		
<b>TO BE COMPLETED BY THE SOLEMNISER</b>		
<p>I, Rev Fr. _____ (name), have spoken to the above named couple and have agreed to preside at their Wedding *Mass/Service.</p>		
<p>_____ Signature of Solemniser</p>		<p>_____ Date</p>

BOOKING OF FACILITIES		Amount
	<b>Main Church</b> - S\$800 (inclusive of sanctuary flowers)	
	• Use of Projection of slides - S\$100	
	<b>Reception @ House of Mary Hall (Aircon)</b> - S\$800 (4-hour slot)	
	• Use of Projector/sound system - \$200	
	<b>Reception @ Queen of Peace Hall (Non-Aircon)</b> - S\$600 (4-hour slot)	
<b>TOTAL</b>		

A non-refundable deposit of \$200 is required when submitting this booking form.  
Full Payment must be made 1 month prior to the wedding date.

LOVE OFFERING	Amount	Date	Receipt No.	Received by
<b>DEPOSIT</b> <input type="checkbox"/> Paynow via UEN (T08CC4046BOPS) <input type="checkbox"/> Cash / **Cheque No. _____	\$200			
<b>FULL PAYMENT</b> <input type="checkbox"/> Paynow via UEN (T08CC4046BOPS) <input type="checkbox"/> Cash / **Cheque No. _____				

\*\*Crossed cheque to **Church of Our Lady Queen of Peace**

### CONSENT TO COLLECTION OF PERSONAL DATA

All personal information collected will be treated in accordance with the Personal Data Protection Statement of the Roman Catholic Archdiocese of Singapore which may be found at [www.catholic.org.sg/archdiocese](http://www.catholic.org.sg/archdiocese) PDPA policy.

### DECLARATION BY THE WEDDING COUPLE

We confirm that we have carefully read, understood and accepted all the conditions listed in the Church of Our Lady Queen of Peace Wedding Booking Form and will comply with the requirements. We also confirm that the information provided to the Church of Our Lady Queen of Peace and the Roman Catholic Archdiocese of Singapore is correct

\_\_\_\_\_  
Name and signature of Bridegroom-to-be

\_\_\_\_\_  
Name and signature of Bride-to-be

\_\_\_\_\_  
Date

# TERMS AND CONDITIONS FOR WEDDING BOOKING @ Church of Our Lady Queen of Peace

## 1. Wedding Booking Process

Your wedding booking will be confirmed when you have:

1. Confirmed the Celebrant
2. Placed a deposit
3. Submitted the completed Wedding Booking Form to the Parish Secretariat

A Family Life Ministry (FLM) Wedding Team Volunteer will be assigned to assist you. He/She will contact you about 6 months before your wedding date and walk you through the preparatory process (i.e. planning a wedding mass/service, rehearsal, etc.).

You have to commit to **1 session** with the Wedding Team Volunteer.

## 2. Availability

Weddings are held on Saturday mornings at 9.30am or 10am.

## 3. Rehearsal and Pre-setup Church Bookings

Please liaise with your FLM Wedding Team Volunteer to arrange the wedding rehearsal. The rehearsal is for about 1 hour, during which time the aircon will not be switched on.

Preparation of the Church & Hall on the evening before the wedding day is from 7.15pm to 9pm (subject to availability). There will be no charge and air-conditioning. Kindly advise everyone involved to observe modest dress code, respectful decorum and appropriate reverence within the church premises.

## 4. Decorations

You may decorate the pews, couple chairs and the reception table. Simple posies are recommended for pew decoration. Avoid large floral arrangements and decorations which restrict movement along the aisle. Secure decorations by tying.

Kindly do not:

1. Use adhesive materials such as blu-tack, tape, etc.
2. Modify Sanctuary flowers as they follow the liturgical theme
3. Move church furniture from their original positions
4. Use confetti, bubbles, flower petals for scattering in the Church and within the compound

## 5. Photography & Videography

Please ensure your photography and videography team are informed of the following rules:

1. **Not allowed** to enter the **Sanctuary** area at any time
2. No photo taking at the front during **Homily** and the **Eucharistic Prayer**
3. No flash photography during the service or ceremony
4. No tapping of the audio visual or sound systems in the Church and Hall
5. Photo montages are not permitted in the Church during wedding celebrations

## 6. Air-conditioning

The Air-conditioner will be switched on 1 hour before the Wedding Ceremony and switched off 30 minutes after it ends.

## 7. Altar Servers

The Parish provides 1 to 2 altar servers for the Wedding Ceremony. You may appoint your own altar servers. The Parish Sacristan will brief them **30 minutes** before mass.

## 8. Bridal Room

There is no bridal room available for make-up and changing of clothes.

## 9. Carpark

Please advise your guests of the limited number of carpark lots at QoP. Parking is available at Kinex Shopping Centre, City Plaza and nearby HDB blocks. All cars parked in the compound should exit after the event has ended.

## 10. Cleanliness and Post-Event Matters

You are responsible for the cleanliness of the Church and the facilities used.

Any decorations put up by you in Church and the Hall must be removed immediately after your wedding ceremony. The premises must be cleared of garbage after the event.

## 11. Church etiquette

The appropriate respect and reverence should be shown by everyone within the church premises, especially in the main worship space.

Please note:

1. Silence must be observed 10 minutes before the Mass/Service begins
2. No using of mobile phones which should be on silent mode
3. No eating/drinking in the main worship area
4. Modest dress code and respectful decorum must be observed
5. No pets or animals allowed

## 12. Disclaimer

1. The Parish reserves the right to change the guidelines and procedures without prior notice.
2. The Parish will not be held responsible for any loss, injury or damage sustained by the wedding party and the guests.
3. The wedding couple is responsible for damages to Church property arising from the preparation, wedding ceremony and reception.
4. The Parish reserves the right to cancel the booking or make alternative arrangements if:
  - a. the requirements of the Church are not fulfilled
  - b. the weddings guidelines are not adhered to, or
  - c. due to any other unforeseen circumstances.

## Timeline for Wedding Masses at the Church of Our Lady Queen of Peace (QoP)

### BEFORE BOOKING

The following are required before booking QoP Church for your wedding:

1. Either the bride-to-be or groom-to-be must be a baptised Catholic.  
When one party is not Catholic, the presider must apply for permission / dispensation from the Archbishop before the wedding can be held in church.
2. A Catholic Priest (not limited to QoP's priests) with a solemniser license in Singapore, must have agreed to be the presider and solemniser at your wedding.
3. Book Catholic Engaged Encounter (CEE) or Marriage Preparation Course (MPC) before your wedding.
  - For more information, visit [ceespore.sg](http://ceespore.sg) and [catholicsg.info/mpc](http://catholicsg.info/mpc)
  - A Natural Family Planning (NFP) course is highly recommended, visit [naturalfamilyplanning.sg](http://naturalfamilyplanning.sg)

### BOOKING AND CANCELLATION

The planned wedding date should be at least 1 year from date of reservation. No weddings are conducted during **Lent till Holy Saturday, Christmas and Days of Obligation**.

Request for cancellation/refund must be made in writing to the Church of Our Lady Queen of Peace.

### PRENUPTIAL INQUIRY

Meet your presider for the Prenuptial Inquiry at least six months before your wedding.

Documents required when meeting your presider:

1. Copies of Birth Certificates
2. Copies of NRICs or Passports
3. Baptismal Certificate Extract from your church of baptism.  
*(For Catholics, the extract must be issued within six months of intended marriage date.)*
4. Certificate of Marriage if you are already solemnised with ROM.
5. CEE / MPC or Overseas Preparation Certificate (for foreigners)
6. Copies of your 2 witnesses' NRICs or Passports.
7. Documents & information of previous marriage & spouse (if applicable)
8. Church annulment documents of previous marriage (if applicable)
9. Any other documents required by your presider

### NOTICE OF MARRIAGE

1. Apply to the Registry of Marriages (ROM) for permission to marry, if you are not already married at the Registry. ROM requires at least 21 days' notice to grant the approval / licence.
2. File a Notice of Marriage with ROM at [www.rom.gov.sg](http://www.rom.gov.sg) within 3 months of your wedding.
3. Submit your unsigned Certificate of Marriage to the Church Secretariat at least 2 working days before the wedding day. The Sacristan will bring it out for signing on the wedding day.
4. If you have solemnised your marriage at ROM, submit a copy of your Certificate of Marriage at least 2 weeks before the wedding to the Church Secretariat for record.