

ANN STREET PRESBYTERIAN CHURCH, BRISBANE



ARRANGING YOUR WEDDING

Ann Street Presbyterian Church is a wonderful and unique setting for the celebration of your wedding.

The Heritage-listed Church with its beautiful stained glass windows, its arched double-door entry, Queensland hoop pine ceiling, and Richardson pipe organ is the perfect setting for the creation of beautiful memories and gorgeous photographs.

It is a perfect space for a couple to exchange their solemn vows in the presence of family and friends and receive God's blessing on their marriage.

**For Inquiries, Contact the Trust Facilities Manager at 0401 695 494
or facilities.manager@annstreetpctrust.org.au**

Visit our website at annstreetpcq.org.au

Revised May 2017

BOOKING YOUR WEDDING

The steps are as follows:

1. A tentative time & date is made by telephone or email, as all weddings are confirmed by interview with the Minister. Complete the Wedding Request Form and submit to the Trust Office: facilities.manager@annstreetpctrust.org.au
2. Upon receipt of the completed Wedding Request Form, a member of the Ann Street Ministry team will contact you to arrange an initial interview. You will need to bring to this interview the relevant documents described below. A Notice of Intended Marriage will be completed and you will be asked to pay a non-refundable booking fee (\$250). You will also be given some documentation and guidelines to help in planning your service.

Your booking is now confirmed.

3. About 8 weeks before the wedding, the Minister will contact you to arrange a meeting to discuss service details and final arrangements.

The balance of fees must be paid by this appointment.

DOCUMENTATION REQUIRED BY THE STATE:

ORIGINAL BIRTH CERTIFICATES are required from both bride and groom; either an official certificate of birth or an official extract of an entry in an official register showing the date and place of birth of the party. Obtaining that paperwork may involve some delay and incur fees. It is important to address this matter as soon as possible!

REMARriage OF DIVORCED PERSONS A Certificate of Divorce must be produced.

MARRIAGE OF A WIDOW OR WIDOWER The appropriate Death Certificate (not merely an extract) must be produced.

UNDER EIGHTEEN years of age a consent form is required. Marriage of a person under 18 without the order of a Judge or Magistrate is invalid.

If Consent Forms are signed by only one person, in the case of widowed parent, evidence of this circumstance must be produced.

Permission cannot be given when both parties are under marriageable age.

WEDDING POLICIES:

MARRIAGE SERVICES

The Church is first and foremost a place of worship so there are times when it is not available for a marriage service. These include Sundays, Easter and Christmas.

Weddings are held on Saturdays at either 11am, 1pm, 3pm and 5pm. Week day wedding times are flexible depending on availability.

CONFETTI ETC

The throwing of confetti or rice is forbidden anywhere in the precinct.

White flower petals, bubbles or butterflies are allowed in the grounds only. Please note under no circumstances are red flower petals to be used. Please tell your guests, a surcharge is payable if this rule is contravened.

FLOWERS

The floral arrangements for the Church will be arranged by the Church. At their own expense, a couple may provide additional flowers which will need to be delivered to the Church by 10am on the day before the wedding.

PUNCTUALITY

It is critical that the Bride arrive at the church at the appointed time. The Minister and Staff often have other obligations to attend, and there may be a wedding following yours.

ORDERS OF SERVICE

The order of service is printed at the Church Office and a charge for up to 100 black and white copies is included in the base fees. If more than 100 are required, a charge for each extra copy is made. It is possible to have the cover printed on a heavier, non-textured card (no heavier than 180gsm). Any special paper is supplied by the couple.

VISITING MINISTER

When couples desire someone other than the Ann Street Minister:

1. Permission must first be sought from the Minister.
2. It is the couple's responsibility to reimburse any expenses of a visiting minister.

MARRIAGE PREPARATION COUNSELLING

Ann Street uses the Prepare/Enrich program to provide premarital counselling. Its main component is an online survey that you each complete (bride/groom) in about 30-45 minutes. The items you respond to are intended to help you identify the unique strengths and potential growth areas of your relationship. After completing the assessment, you'll meet with the Minister three or more times and he will facilitate discussion about the results and help teach you relationship skills. To learn more about the program, visit prepare-enrich.com.au.

REHEARSAL

Rehearsals are generally scheduled for the day before the wedding and go for an hour; they should include as many as possible of the wedding party including readers, and the person accompanying the bride down the aisle. The sound technician will be available to test that all aspects related to sound are addressed.

PARKING

For week-end weddings there are approximately sixty car spaces available in the 145 Ann Street carpark. Access to the carpark must be arranged by the Church Officer and Trust Facilities Manager.

For week day weddings and rehearsals there is very limited parking. We can reserve up to ten spaces only.

Underground car parking is available in the King George Square Car Park directly across Ann Street from the Square (\$5 flat rate on weekends). The car bringing the bride and the car that takes the bride and groom away can park in the Forecourt adjacent to the church if arranged.

TIMING

The church will be available for a one (1) hour rehearsal on an evening in the week before the wedding. Unless alternative arrangements are agreed upon, the rehearsal is expected to be held at 6.00pm or 7.00pm on either the Thursday or Friday evening.

On the day of the wedding, the church will be opened thirty (30) minutes before the scheduled start time of the ceremony. The Church is to be vacated thirty (30) minutes after the conclusion of the ceremony.

MUSIC

A church appointed organist plays for all wedding services if desired. The music selection shall be arranged with the organist (and the Minister will be kept informed).

Recorded music may only be played with the Organist's permission, and if there is any concern with lyrics, it will be referred to the Minister. Being a sacred service the music used is generally sacred and drawn from the existing repertoire of the organist. In any case, all texts sung should be appropriate to a Christian wedding service. You are responsible for any copyright issues related to your Order of Service.

PHOTOGRAPHS

The official photographer may take photos during the service without flash/flood lights provided that are discrete and make suitable arrangements with the Minister conducting the wedding.

Video filming without floodlights is also permitted. Please note your videographer must hold a current AMCOS or APRA licence and appropriate copyright must be acknowledged. Family and friends wishing to video need to obtain a one-off licence. For further information, visit www.apra-amcos.com.au or email licence@apra.com.au

RECEPTION AT ANN STREET

Have you considered having your reception at Ann Street? We can accommodate everything from a light reception to an elegant sit down dinner in our Level 1 Hall.

Please contact us to discuss.

FEES AND CHARGES

As you can appreciate, the conduct of any wedding requires the involvement of a number of people. The fee structure reflects these costs.

The non-refundable \$250 deposit holds your wedding booking. The remainder of fees must be paid at least two (2) weeks prior to the wedding. The Church Office will invoice you for these fees.

The fee structure for non-church members is as follows:

Wedding package fee:	\$1000.00
which includes the following	
<i>Booking fee of \$250</i>	\$250
<i>(non-refundable)</i>	
<i>Minister</i>	\$150
<i>Organist</i>	\$150
<i>Church Officer</i>	\$100
<i>Sound Technician</i>	\$150
<i>Orders of Service</i>	\$100
<i>(100 black and white)</i>	
<i>Flowers</i>	\$100

Please note:

Prices quoted are guaranteed until 31st December 2017.

Wedding Booking Form

Bride's Full Name: _____ Never Married Before Divorced

Groom's Full Name: _____ Never Married Before Divorced

Contact Mailing Address: _____

Phone: _____ Email: _____

Preferred Wedding Date: _____ Time: _____

Second Choice Wedding Date: _____ Time: _____

Ann Street Minister (circle): Yes No

Name of Preferred Minister:

Affiliated Church:

Contact Phone and Email for Preferred Minister:

I have read the Wedding Policies and Fees and am willing to abide by them:

Signature

Date