



## GETTING MARRIED AT THE ANNUNCIATION CHURCH, HECTORVILLE



### *CONGRATULATIONS ON YOUR WEDDING*

(It is important that you take note of the following information).

**1. *Date and Time***

By Commonwealth Law a “Notice of Intended Marriage” Form must be signed at least one calendar month and one day before the intended date of a marriage. It is recommended that six to twelve months’ notice be given. This will be completed when meeting your Priest. Please confirm the date and time of the wedding **before** making any other arrangements for the wedding.

**2. *Marriageable Age***

By Commonwealth Law, no person under the age of 18 years, male or female, may marry without an Order of Authorisation from a Judge or Magistrate.

**3. *Documents REQUIRED:*** a) Birth Certificate: Your original copy or an extract is acceptable, b) Current Passport or Driver’s License. c) Baptism Certificate: A recent copy issued within the last six months. Ring the Church where you were Baptised and ask for a recent copy to be sent to you. If you were Baptised here at Annunciation Church, please notify the Parish Office. This certificate will be required when you meet with your Priest.

**4. *Marriage Preparation***

Your Celebrant will discuss marriage preparation with you.

**5. *Witnesses***

There must be two witnesses to the marriage, both over the age of 18 years.

**6. *Church Times***

The Church is available for weddings on Saturdays with the exception of the Saturday before Easter Sunday.

**7. *Flowers***

You will need to supply your own flowers for the Church and may then remove them from the Church after the ceremony.

**THE FLORIST MAY DELIVER THE FLOWERS AT 10.00 am ON THE SATURDAY (Church will be open then).**

**8. *Organist and Musicians***

Celebrants will be able to advise you regarding choice of music and appropriate musicians for your wedding. There is usually a charge by musicians for this function and arrangements regarding this area are made by the individual couple with the musicians of their choice. The Celebrant will advise you of names and phone numbers of musicians who are available at Annunciation Church.

**9. *Video and Photographers***

All photographers and video and movie makers **must** contact the Celebrant before the wedding day and discuss the necessary arrangements. Any variations from this procedure will see the photographer or video operator excluded from the ceremony. If special movie making lights are being used they should be left **on** at all times during the ceremony unless otherwise directed. If you have any questions in regard to this matter you must discuss it with the individual Celebrant well in advance, preferably before you engage people for these functions.

**10. *Preparation for the Ceremony***

Regarding the actual ceremony, there is a variety of readings, prayers, etc., available. Couples are encouraged to discuss these with the Celebrant who will help them choose what is most appropriate for their ceremony.

**11. *Celebrants Fee***

The offering for the celebrant as set down by the Presbytery Fund is **\$300**. It covers preparation of documents, all office costs and conducting the ceremony. **This payment is to be made by the couple when meeting with the Priest for signing of the relevant documents(usually the 2<sup>nd</sup> meeting).**

**12. *Fees and Charges for Church***

(1) **Fee for use of Annunciation Church is \$250.**

When the payment is received your booking will be recorded and confirmed. Should your booking be cancelled the payment will be returned to you (less \$50 for booking expenses).

(2) **Confetti Bond - \$100.** This is to be paid at the same time as the booking fee. There are no exemptions to paying the bond. It is refundable if the Church foyer and grounds are left clean after the wedding.

**PLEASE NOTE:**

**A) NO CANDLES IN THE BODY (AISLES) OF THE CHURCH  
(This is an Occ, Health and Safety Hazard)**

**B) ENTRANCE AND EXIT TO PEWS ARE NOT TO BE BLOCKED WITH RIBBONS OR DECORATIONS.**

**C) CONFETTI:** Confetti, rice, rose petals etc. must not be thrown in the Church foyer or anywhere outside the Church, including the Church Grounds must be kept clean. **THE CONFETTI BOND IS FORFEITED IF THIS REQUIREMENT IS NOT OBSERVED.** (Please make your guests aware of this, thank you.)