

WEDDING AND CHURCH BOOKING FORM



This form is only used for the booking of Our Lady of Dolours Church. Bookings for the forecourt must be requested separately.

Today's Date:

DATE:	DAY:	TIME:
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Available start times: Monday, Tuesday, Wednesday, Friday between 2:00pm-4:00pm
Saturday between 11:30am - 2:00pm except on the first Saturday of the month where no bookings are available.

NUPTIAL MASS OR WEDDING LITURGY

	BRIDEGROOM	BRIDE
SURNAME		
GIVEN NAMES		
RESIDENTIAL ADDRESS		
PHONE		
EMAIL		
RELIGION		
ARE YOU A MEMBER OF AN EASTERN RITE CATHOLIC TRADITION?		
HAVE YOU BEEN MARRIED BEFORE?		

PROVIDING OWN PRIEST OR DEACON?: YES OR NO, I WOULD LIKE TO REQUEST A CELEBRANT FROM OUR LADY OF DOLOURS

If **YES** please fill out the below information regarding your celebrant.

If **NO** please do not fill in the below information regarding the celebrant.

CELEBRANT NAME:	PHONE:
EMAIL:	DIOCESE CELEBRANT SERVES IN:
MINISTRY CARD NO. (IF THEY ARE FROM THE ARCHDIOCESE OF SYDNEY OR THE DIOCESES OF BROKEN BAY, PARRAMATTA OR WOLLONGONG. IF NOT, LEAVE BLANK)	

Please send this completed form to chatswoodoffice@bbcatholic.org.au

The church will be reserved only for 6 weeks after your initial inquiry. Bookings are not final until payment has been received and confirmed by the Parish Office.

FEE STRUCTURE

Church hire is \$600 for non parishioners, and \$250 for parishioners, which includes:

- 1.5 hours ceremony time usage.
- 1.5 hours rehearsal time usage, to be planned with the parish office.
- 1 hour of church access for decoration preparation, to be planned with the parish office.
- Complimentary use of the projector (*any unforeseen technical issues do not change the payment price*).
- Complimentary use of musical equipment including, piano, organ, microphones.
- Coverage of all essential items for the liturgy.

If you would like a celebrant from our parish, this fee is \$300 for parishioners and non parishioners, in addition to the church hire fee. This amount is due at the same time as the church hire fee.

If you are arranging for your own celebrant, there isn't a fixed fee, but we suggest a minimum appropriate offering of approximately \$300 AUD.

A refundable deposit of \$300 is required at the time of payment. This deposit will be returned to you once we confirm that the church has been left in a satisfactory condition, the agreed-upon timeframe has been adhered to, and there are no outstanding issues concerning compliance with Church Regulations.

If the church is unable to host your wedding due to unforeseeable circumstances, you will receive a full refund. Additionally, full refunds for the hire of the church are available up until the date of your ceremony.

The church hire fee does not include use of the parish forecourt for anything other than general gathering without food or drinks. Please also note there is no internet/wifi connectivity in the church.

ADDITIONAL ITEMS

Professional Audio and Video Streaming Service

Pricing ranges from \$800 - \$2000 and differs depending on the type of coverage needed. For example, the \$800 package is one camera in one position with minimal zooming and programming. All packages include a friendly technician who will oversee this for you and plan with you before the day. This cost will be paid directly to the parish as part of your hire fee.

To book or for any enquiries regarding the different packages please contact benthum@gmail.com and cc chatswoodoffice@bbcatholic.org.au

Professional Organist

Our Director of Music, Titus Grenyer is one of the leading organists in Australia and may be available for hire at a fee of \$400. The payment of this is organised directly with the Director of Music. To book or for any enquiries please contact Titus.Grenyer@bbcatholic.org.au

Professional Singer

Our Director of Music can be of assistance to supply a professional singer whose rate will be \$250. The payment of this is organised directly with the Director of Music. Titus.Grenyer@bbcatholic.org.au and cc chatswoodoffice@bbcatholic.org.au

PAYMENT DETAILS

Please wait for confirmation from the parish office before proceeding with payments.

Bank Transfer:

Account Name: Chatswood Parish Working
BSB: 062-784 Account Number: 100001609
Description: (Surname) Wedding

BPOINT: <https://www.bpoint.com.au/pay/chatswoodparish> or scan QR code
Billor Code: 1686146 - Weddings



Your booking is only confirmed once full payment has been received as well as the signed copy of the Acceptance of Church Regulations.