

Wedding Booking Form

For office use (revised July 2025)



Rehearsal date:	Time:	Admin Only: Priest: Denomination: Contact:
Wedding date:	Time:	
Interview date:	Time:	

Bride	Groom
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Full name:	Full name:
Address:	Address:
Phone:	Phone:
Email:	Email:
Baptised: Yes/No	Baptised: Yes/No
If no, wish to be baptised: Yes/No	If no, wish to be baptised: Yes/No

Service structure	Reading(s)
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Hymns/Music:	Any children? Involvement in service?	Rings: one/two
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Cost: Current schedule of charges applies, available from our administrator.

Flowers: Church flowers/Own arrangers	Organist: Yes/No/Own musicians	Bells: Before/After/Both/None
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	Admin: Organist contacted: <input type="checkbox"/>	Admin: Bells contacted: <input type="checkbox"/>
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Deposit (50%) plus bond \$500 Total \$ (to be paid after interview with the Dean, to secure booking)	Date paid:	Marriage document received:
Balance (50%) \$ (to be paid at least 30 days before wedding)	Date paid:	Copy of ID made:

Notes:

Terms of Trade

- A deposit of 50% of the total invoice, plus the bond, is payable after meeting with the Dean, to secure your booking. The balance of the invoice is to be paid at least 30 days prior to the set wedding date. We reserve the right to charge interest at 2.5% per month and to charge a late payment penalty of 10% on any overdue accounts. If the account is not paid within 30 days after the due date, you will be liable for all debt collection costs incurred in the recovery of the unpaid account including legal fees and other costs incurred.
- We agree to indemnify you against all costs, whether commission, legal fee or otherwise, incurred by you or your duly authorised agents relating to the recovery of any unpaid account that may be outstanding from time to time pursuant to the terms of this agreement.
- We agree that the terms of trade are strictly settlement on or before 30 days prior to the set wedding date and that The Waikato Cathedral of St Peter will be entitled to charge interest at the rate of 2.5% per month on all amounts that have not been paid in full by this date.
- We agree that any additional charges for any damage or cleaning requirements are strictly settlement on or before the 20th of the month following the month of invoicing and that The Waikato Cathedral of St Peter will be entitled to charge interest at the rate of 2.5% per month on all amounts that have not been paid in full by the 20th of the month following the month of invoicing.

Hirer's Obligations

The Hirer agrees:

- To use the Premises only for the stated purpose and during the agreed period.
- To comply with all laws, regulations, and any instructions provided by the Owner.
- Not to cause nuisance, damage, or disturbance to the Premises or neighbouring properties.
- The consumption of alcohol is strictly prohibited in the facility or within the grounds, unless prior permission has been granted. Smoking or vaping is not permitted in the facility or within the grounds. Any hirers seen to be in breach of this will have their agreement terminated immediately.
- The Waikato Cathedral of St Peter is a sacred site and place of peace and prayer. Accordingly, respectful behaviour is expected. Abuse in any form (verbal or physical) is not accepted and may lead to the termination of your agreement/contract.
- To leave the Premises in a clean and tidy condition at the end of the hire period.
- To be responsible for any damage caused during the hire period (fair wear and tear excepted).
- To not assign or sublet the Premises without the Owner's written consent.
- Parking is not permitted during business hours in the numbered car parks located at the back of the facility.
- The hirer must provide their own rubbish bags and all rubbish must be taken with them.

Owner's Obligations

The Owner agrees to:

- Make the Premises available to the Hirer at the agreed times.
- Ensure the Premises are in a reasonable condition for the intended use.
- Provide a Verger to open and close the building(s) outside of office hours. There is an additional cost for this.

Cancellation

- If the Hirer cancels the booking less than 3 days before the hire date, an administration fee may be charged at the Owner's discretion.
- The Owner reserves the right to cancel the booking in the event of unforeseen circumstances, in which case any fees paid will be refunded.

Indemnity and Insurance

- The Hirer indemnifies the Owner against any claims, losses, or damages arising from the Hirer's use of the Premises.
- The Hirer is responsible for arranging any insurance required for their event or activities.

Health and Safety

- The Hirer must comply with all health and safety requirements, including any fire and emergency procedures provided by the Owner.

Emergency Contacts

- Verger – Plex John: 022 312 9523
- Dean Julian Perkins – 021 4124 6555
- Warden – Dianne Cameron: 021 588 399
- Warden – Kay Neilson: 021 1522 999
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The hirer must read and accept the Facility Hire Agreement Terms and Conditions of Hire, available on our website - <https://www.stpeter.org.nz/hire-agreement-t-cs>

General

- This Agreement constitutes the entire agreement between the parties.
- Any amendments must be in writing and signed by both parties.
- This Agreement is governed by the laws of New Zealand.

Signatures

We have read and agree to the terms and conditions above and listed on The Waikato Cathedral Church of St Peter’s website:

Name: _____	Name: _____
Signed: _____	Signed: _____
Date: _____	Date: _____

Emergency Procedures

Please familiarise yourself with the escape routes and the location of the assembly area

EARTHQUAKE

- Move away from windows and glass doors
- Drop, cover and hold
- If unable to drop, stay seated and brace yourself on the pew in front
- DO NOT try to exit during earthquake
- Stay inside the building until directed to evacuate after the shaking has stopped
- Evacuate through exits if clear from debris
- Stay at the designated Assembly Area until "All Clear" is given

FIRE

If you discover a fire:

- Operate nearest fire alarm
- Dial 111
- Clearly state premises – St Peter's Cathedral, 51 Victoria St, Hamilton
- Evacuate building by nearest exit
- Stay at the designated Assembly Area until "All Clear" is given
- Extinguish a fire ONLY if it blocks the exit to safety or it is safe to do so

If the fire alarm sounds:

- Evacuate building by nearest exit
- Help disabled people to a safe area
- Stay at the designated Assembly Area until "All Clear" is given
- Ensure main driveway is kept clear for emergency vehicles

