



THE WAIKATO CATHEDRAL CHURCH OF ST PETER
Te whare karakia matua o Pita Tapu ki Waikato

Wedding

stpeter.org.nz

First Things First

Let's begin by saying that we are glad that you are considering being married in The Waikato Cathedral Church of St Peter. We are happy to share this special day with you and every effort will be made by members of our Parish to make you feel at home and to make your wedding day a joyous occasion.

This leaflet outlines most of what you need to know when considering a Church Wedding.

Careful planning is essential if you want your wedding day to be a day to remember without disappointment. We are here to help you with your planning, and have had a lot of experience with what helps to make a happy and memorable occasion.

Ministers / Celebrants from other denominations are welcome but would need to work with our Clergy, who would be happy to work alongside your Minister / Celebrant. We would ensure that we provide hospitality to you and your party. The date and time of your wedding, and wedding rehearsal, is confirmed at your first meeting with the officiating priest, and is entered in diaries and in the church's booking calendar.

Marriage License

The Marriage License is obtained from the Registrar of Marriages. Application forms are available online or from the Registrar Office, at the Hamilton District Court. The licence is valid for three months and we recommend that you make your application at least six weeks before the wedding, as it will have to be reissued if there are any mistakes on the form.

The officiating priest will need to receive your license prior to the wedding, at the latest at the wedding rehearsal. We usually ask that the license is emailed.

Services

The Church offers a choice of service and the officiating priest will work through these with you to produce something special, unique and authentic to you. If there are prayers, readings, etc. you would like to include in your service, please discuss these with the priest.

Music

The church organists are pleased to play for your wedding if you wish. You will need to think about music for the entry of the bride, during the signing of the Register, and for the end as you leave as a newly married couple. We are flexible with music and have the latest technology that allows live streaming etc. We have an excellent pipe organ, a chamber concert organ, an upright piano, electronic keyboard, and facilities to play CD's or music direct from a digital source. The Cathedral has a working bell tower and a team of dedicated bell ringers. They are available to ring the bells for your wedding. You may wish to sing some hymns. The priest and the organist can help you with your choice, so please ask if you would like their assistance.

Flowers and Decorations

You may choose to simply have the church flowers for your wedding (done weekly), or may wish to discuss with the flower guild your desires. You are very welcome to arrange your own personal florist, to provide and arrange the floral arrangements for you.

Photography

Photography and Videography are welcome. The officiating priest will be available to assist your photographers.

The Boring Bits.....

Charges

Cathedral only

(Includes clergy support, sound system support if required, practice and ceremony).

\$1,000.00

Organist (*optional*)

\$195.00

Bell Ringers (*optional*)

Before and
after

\$385.00

After only

\$275.00

Cathedral plus hall, kitchen set up and clean up midday Friday to 11.00pm Saturday

\$1,365.00

Flowers

To be discussed with and
priced by Mrs Marlene
Crookes (843 8150)
50% of total balance

Deposit

To be paid when wedding
date is booked

Balance

To be paid before the
wedding rehearsal

HOW MANY CAN WE SEAT??

Cathedral 290

Cathedral Centre 100 seated

Further Enquiries Contact:

The Parish Administrator, Vivienne Thorpe
07 839 4683

CONDITIONS OF HIRE

- All areas must be left clean & tidy.
- All rubbish must be taken away (Disposal charges apply to rubbish left behind).
- All decorations must be installed & removed in a safe manner. Ladders are available but need 2 people at all times to ensure Health & Safety requirements are met.
- All chairs & tables must be left as they were found.
- All dishes used must be washed and put away correctly.
- Breakage charges apply.
- All doors and windows must be secured and locked on departure.
- All hired equipment must be checked back through the office.
- No smoking is allowed within the complex.
- Consumption of alcohol will **require prior approval**.

Health and Safety Requirements

- The hirer shall make themselves aware of any potential hazards / health and safety issues and shall take all reasonable and practical steps to meet all health and safety requirements for the duration of this hireage.
- The hirer shall familiarise themselves with the **enclosed site Emergency Evacuation Procedures** for Earthquake & Fire.
- The hirer shall also be responsible for briefing their attendees on the Health & Safety requirements covered by this agreement.
- The hirer shall ensure they have access to a cellphone in case of emergency.
- The hirer shall ensure they have their own insurance cover in case of damage.
- In case of evacuation, there is a Safety Warden Jacket and whistle located at:

We reserve the right to charge a cleaning levy if the rooms are not left to our satisfaction. This will be taken out of the deposit.

Cathedral Church of St Peter

EMERGENCY PROCEDURES

FAMILIARISE YOURSELF WITH YOUR ESCAPE ROUTES AND THE LOCATION OF THE ASSEMBLY AREA

EARTHQUAKE

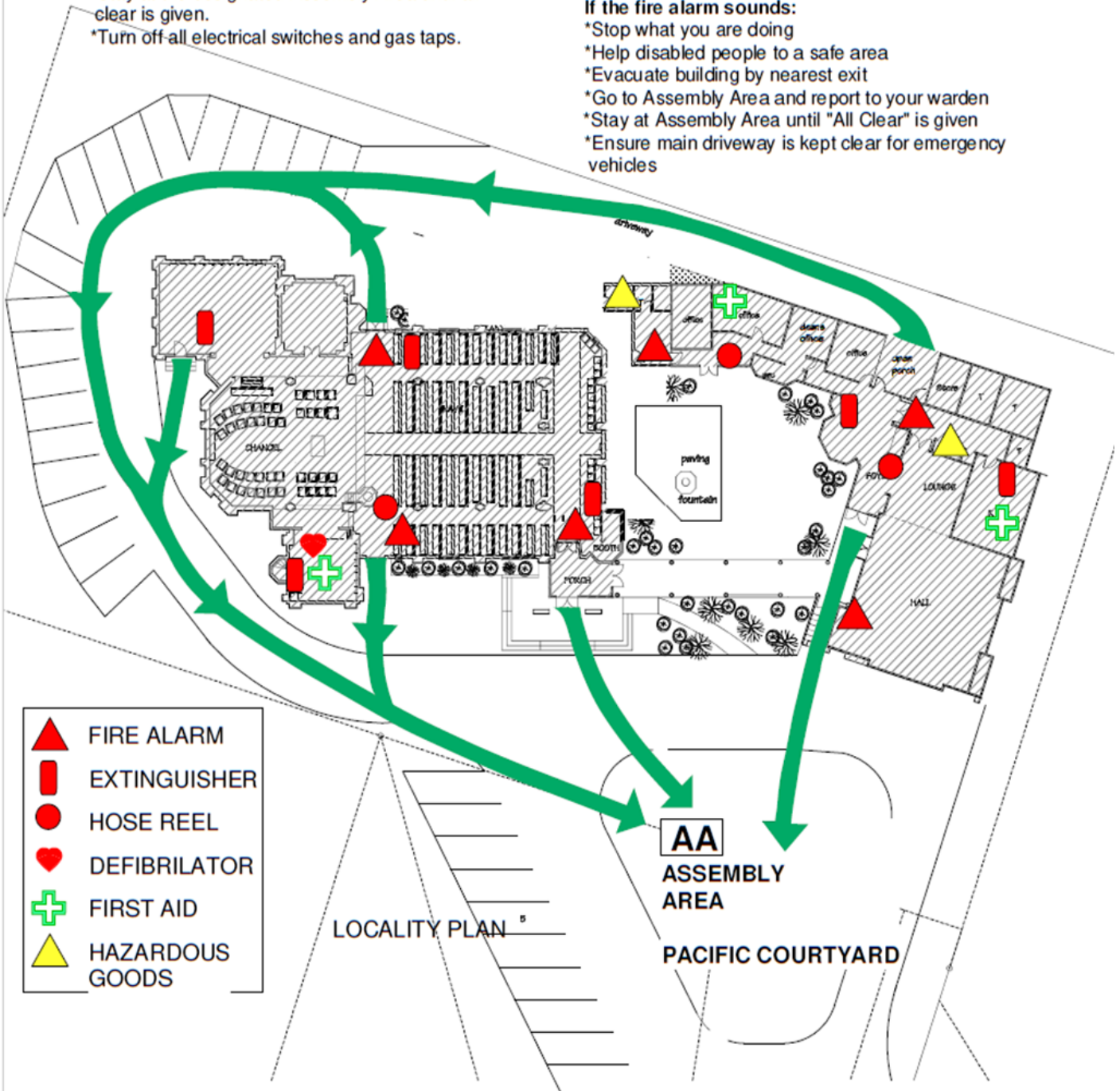
- *Move away from windows and glass doors
- *Drop, cover and hold.
- *If unable to drop, stay seated and brace yourself to the pew in front.
- *DO NOT try to exit during earthquake.
- *Stay inside the building until directed to evacuate after the shaking has stopped.
- *Evacuate through exits if clear from debris.
- *If close to personal belongings such as keys, phone medication etc. take them with you
- *Stay at the designated Assembly Area until all clear is given.
- *Turn off all electrical switches and gas taps.

FIRE

- If you discover a fire:
- *Operate nearest fire alarm
 - *Dial 111
 - Clearly state premises -
St Peter Cathedral 51 Victoria St Hamilton
 - *Evacuate building by nearest exit
 - *Go to Assembly Area and report to your warden
 - *Stay at Assembly Area until "All Clear" is given
 - **Extinguish a fire ONLY if it blocks the exit to safety or if it is safe to do so

If the fire alarm sounds:

- *Stop what you are doing
- *Help disabled people to a safe area
- *Evacuate building by nearest exit
- *Go to Assembly Area and report to your warden
- *Stay at Assembly Area until "All Clear" is given
- *Ensure main driveway is kept clear for emergency vehicles





WEDDING BOOKING FORM

FOR OFFICE USE ONLY (UPDATED 21.09.2020)

Wedding Date:	Time:	Priest:
Rehearsal Date:	Time:	Denomination:
Interviews (<i>dates and time</i>): 1. 2. 3.		Contact details:

Bride: Name: Address: Home phone: Wk phone: Mobile: Email:	Groom: Name: Address: Home phone: Wk phone: Mobile: Email:
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Service structure	Readings/s:	
Music	Children involved in the service:	Rings: 1 or 2

Costs:
Current schedule of charges applies. Please see Administrator.

Floral Arrangements (*additional costs will apply*)
Please discuss requirements with Marlene Crookes: 843-8150

Organist: Yes/No
Director of Music: Dr Rachael Griffiths-Hughes 027-286-8779

Bells: Before/After/Both/None
Bell Tower Captain: Wendy Tyrrell 853-8375

Deposit 50% \$ Balance outstanding \$ (To be paid at rehearsal)	Date paid: Date paid:	Marriage Documents received:
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Notes:

