

Church of St Ignatius
120 King's Road, Singapore 268172
WEDDING @ ST. IGNATIUS

BOOKING FORM

Please complete form in legible handwriting

Date of Wedding: _____ **Time:** 10 am or 2 pm (circle one)

Bridegroom:

Bride:

Name (as in IC):	Name (as in IC):
NRIC/Passport No:	NRIC/Passport No:
Nationality:	Nationality:
Religion:	Religion:
Address:	Address:
Tel:(H) _____ (HP) _____	Tel:(H) _____ (HP) _____
Email: _____	Email: _____
Father's Name: _____	Father's Name: _____
Mother's Name: _____	Mother's Name: _____

Have you been married before? Yes/No (if yes proceed) Have you been married before? Yes/No (if yes proceed)

Were you a Catholic at time of previous marriage?
Yes/No

Were you a Catholic at time of previous marriage?
Yes/No

Was the marriage done in a church? Yes/No

Was the marriage done in a church? Yes/No

Ex Wife's full name _____

Ex husband's full name _____

Religion (if Christian, denomination) _____

Religion (if Christian, denomination) _____

Has she been baptized? Yes/No

Has he been baptized? Yes/No

To be completed by OFFICIATING PRIEST/SOLEMNIZER: I, Rev _____ (name), have spoken to the above named couple on _____ (date), and have agreed to solemnize their wedding Mass/Service

- I have/have not conducted the needed interviews for the couple intending to get married.
- I have/have not given them the needed instructions for them to make a sound commitment for marriage in Church.
- I have/ have not completed ***Prenuptial Inquiry Form***, and have/not submitted it to the parish where the wedding is to be solemnised.

Signature of Priest/Solemnizer: _____

- The responsibility of instructing the couple regarding their marriage commitment, and interviewing the couple to ascertain their "freedom" to enter into matrimony lies with the solemnizing priest.
- In the case of a wedding with concurrent civil solemnization, the officiating priest/solemnizer officiating the "church wedding" and the "ROM civil wedding" must be the same person. Therefore the officiating priest must also be a ROM licensed solemnizer.
- In the wedding with Masses, another priest may be asked to be the presider. However, the officiating priest/solemnizer must still fulfill the conditions stipulated above.

WITNESSES:

1. Name as in NRIC/Passport: _____ NRIC/Passport No: _____
2. Name as in NRIC/Passport: _____ NRIC/Passport No: _____

If already married in civil ceremony:

Country: _____ Certificate No: _____ Date: _____
Name: _____ Signature: _____ Date _____

Consent to Collection of Personal Data in this Form

The Church safeguards all personal data collected through any Church ministry, parish, commission, or activity, in accordance with the Singapore Personal Data Protection Act (No. 26 of 2012). In compliance with the Singapore Personal Data Protection Act and by filling this form, we agree and consent:

- a) to the collection, receipt, processing, disclosure, storage and use of all our personal data and all such data submitted to the Roman Catholic Archdiocese of Singapore for the purpose of processing and administration of Sacraments; and
- b) to the transfer of all personal data and all such data submitted to other church entities within the Archdiocese of Singapore and/or foreign Diocese within the Roman Catholic church overseas, where applicable.

Instructions before accepting a wedding booking in the Catholic Church

These requirements are purely for the ecclesiastical purposes.

Question to ask:

- | | |
|---|----------|
| 1. Have you been married before to another person? | Yes / No |
| 2. Have you obtained an annulment from the Catholic Church? | Yes / No |
| 3. Are you both baptised? | Yes / No |
| 4. Have you attended MPC or EE before coming here? | Yes / No |
| 5. Do you understand that you must attend preparatory sessions before your wedding? | Yes/ No |
| 6. Have you gone through the NFP course before coming here? | Yes / No |

If you are a non-resident couple in Singapore, have you fulfilled the civil requirements for marriage?

For the priest to be certain of:

Was it a valid baptism?

In which Church was the party baptised?

Is the wedding going to take place in a Catholic Church?

Are there any other impediments?

The civil courts granting a nullity to a previous marriage does not mean that the couple can be married in the Catholic Church. The Catholic Church must grant the nullity of marriage before someone (even a non-baptised person) can be married in the Catholic Church.

A certificate of annulment or dissolution or favour of faith from the Catholic Church must be signed in writing.

Priests are reminded to interview the couple separately with the other party waiting outside his office when the prenuptial inquiry is carried out. The solemnizer is to conduct the prenuptial inquiry.

The questions and the acknowledgement must be completed when the request for the wedding date is made. All bookings are to be made one year before the wedding date.

We acknowledge:

1. That there should be no wedding Mass or wedding service on Christmas, Epiphany, Good Friday, Holy Thursday, Holy Saturday, Easter Sunday, Ascension, Pentecost, Corpus Christi, All Saints.
2. That it is our duty to attend the MPC or EE or a preparation with a priest before our wedding.
3. That it is highly recommended for us to attend the NFP sessions.
4. That it is our obligation to apply for the ROM license to get married 3 months before our wedding date.
5. That we should obtain the unsigned ROM certificates for the wedding ceremony.
6. That if the bride-to-be is pregnant, the priest must be informed and the priest is to be provided with a medical certificate stating this.
7. That the priest had read out and explained the impediments as listed in the pre-nuptial inquiry form.

Signature & Name of the bridegroom-to-be

Signature and name of the bride-to-be

Date: _____

Date: _____

In the presence of Rev. Fr. _____
Signature & name

(The first 3 pages of this document are to be kept with the prenuptial inquiry form)

**WEDDING @ ST. IGNATIUS
FACILITIES AND SERVICES**

Groom's Name: _____ Bride's Name: _____

Hand phone No(s): _____ E-mail(s): _____

Date of Wedding: _____ Time: *10 am / 2 pm

Name of Presider: _____

Name of Officiating Priest/Solemnizer: _____

We confirm that we would like to hold our wedding reception at *Sacred Heart Hall/*St Ignatius Hall immediately after our wedding Mass and in this respect, we agree that the 'Terms and Conditions for the use of Parish Halls' set out in **Annex 2**, shall apply.

Recommended Donations for Parish Facilities & Services*:

1. Use of the Church	\$ 400.00
2. Flower Arrangements**	\$ 100.00
3. Use of Sacred Heart Hall***	\$ 400.00
4. Use of St Ignatius Hall***	\$ <u>300.00</u>
 Total	 \$ _____

* Please delete where not applicable.

** Flower arrangements: please refer to Part B of the 'Wedding @ St. Ignatius Guidelines' in **Annex 1**

*** Please note the strict times for halls to be vacated in Para. 3 of the 'Terms and Conditions for the use of Parish Halls' set out in **Annex 2**.

NB:

- (i) Donations to be made **by cheque only**. All cheques are to be made payable to: "Church of St. Ignatius", and handed to the **Parish Administrator**, who will immediately issue an **official receipt**. **Please do not hand monies to anyone else and please ensure that you receive an official receipt.**
- (ii) Please notify the Parish Sacristan at least 6 weeks before the wedding, if you plan to use **floral arrangements** from external sources.
- (iii) Please notify the Parish Sacristan and Administrator if you wish to cancel your booking. Refund of donations is subject to the approval of the Church parish priest.

DECLARATION:

We confirm that we have read, and we will comply with and be bound by:

- (a) the 'Wedding @ St. Ignatius Guidelines' set out in **Annex 1**; and
- (b) (where our wedding reception is to be held at the Sacred Heart Hall/St Ignatius Hall) the 'Terms and Conditions for the use of Parish Halls' set out in **Annex 2**.

Name: _____ Signature: _____ Date: _____

Name: _____ Signature: _____ Date: _____

ANNEX 1
WEDDING @ ST. IGNATIUS GUIDELINES

Congratulations on your upcoming wedding!
For your convenience, we set out below a summary of the action/steps to be taken by you for a meaningful and memorable celebration.

PART A : GENERAL INFORMATION

1. Before confirming hotel/restaurant bookings, and *at least one year* before your wedding, please contact the Parish Office Administrator to ensure that the Church is available on the desired day and time.
2. Contact a priest or a deacon to officiate and solemnize your wedding. He will help further prepare you for marriage. If ROM civil solemnization is to be performed during the church wedding, the officiating priest/solemnizer must also have a valid ROM license to solemnize marriages. If the church wedding and civil wedding are to proceed concurrently, the officiating priest/solemnizer must be the same person.
3. You may wish to invite another priest to preside at the wedding mass. However, the officiating priest/solemnizer is responsible to instruct you and prepare you for the marriage and conduct the Prenuptial interview (PNI).
4. Unless otherwise agreed by the officiating priest/solemnizer, you must have completed the Catholic Engaged Encounter/ Marriage Preparation Course or an equivalent preparatory programs for Catholic marriage approved by the officiating priest/solemnizer, at least six months before the wedding.
5. Arrange to meet with your officiating priest/solemnizer, at least 6 months before the wedding, for the Prenuptial Inquiry (PNI). You will need the following supporting documents (possibly others depending on the circumstances):
 - (a) Extract of baptismal record(s) of recent date of the Catholic party(s), issued within the previous six months. Contact the parish in which you were baptized.
 - (b) A Certificate of Completion of Catholic Engaged Encounter or Marriage Preparation Course or equivalent certificate approved by officiating priest/solemnizer.
 - (c) Copies of your NRIC or Passport.
 - (d) Copies of the NRIC or Passport of your two witnesses.
 - (e) Trinitarian baptism certificate of the non-Catholic party, if one party is a baptized non-Catholic
 - (f) ROM marriage certificate, if the civil solemnization has already been performed
6. When one party to the marriage is not Catholic, an application must be made to the Archbishop, by the presider on behalf of the parties, for permission/a dispensation, before the wedding can be held in Church. The application requires the Catholic party to promise to remain steadfast in the Catholic faith and to do all in his/her power to have all his/her children baptised and brought up in the Catholic faith. The non-Catholic party will also be asked to sign a declaration that she/he has been informed of, and understands and respects, the promise made by the Catholic partner. This application is made through the PNI form.
7. If civil solemnization is to be held concurrently during the church wedding, it is your responsibility to apply for a marriage license with ROM and to obtain necessary documents from ROM before the

wedding. Application is opened no earlier than three months before the wedding and no later than three weeks before the wedding. Please ask the solemnizer for assistance.

8. Decide on the parish facilities you wish to use for the wedding and please contact the Parish Office Administrator to check availability and (where available) ensure that they are duly booked for the occasion. The Parish Office Administrator may assist to secure the bookings. Donations in the recommended amounts (please see attached) will be gratefully received. However, please observe the following important guidelines when making your donations:
 - (a) Make donations only by cheque payable to "Church of St. Ignatius."
 - (b) Hand monies only to the Parish Office Administrator, and no one else.
 - (c) Ensure that the Parish Office Administrator issues you an official receipt in exchange for your donation.
9. Consult the officiating priest/solemnizer for help in putting together a wedding booklet. The Parish Sacristan may assist. However, it is the presider's responsibility to vet the text and to advise you on the appropriate prayers, readings and songs.
10. Should you require a choir to sing at the wedding
 - For our parish choirs, please contact one of our choirs (see: <https://stignatius.org.sg/home/ministries/liturgical/music-ministry>)
 - For external choirs/musician, the person in charge of the external choir/musician must contact the Operations manager (David Saw: 9876 6525) directly for instructions. The couple must not do this on behalf of the external choir/musician.
11. The appropriate respect and reverence should be shown by everyone within Church premises and especially in the main worship space. Points to note:
 - (a) No photography or recording in the sanctuary.
 - (b) No talking during the wedding.
 - (c) No using of mobile devices, which should be silenced/muted.
 - (d) No eating/drinking.
 - (e) No throwing of confetti, rice or flower petals.
 - (f) No display of decorations and directional signs without permission.
 - (g) No moving of Church furniture from their original positions.
 - (h) Due compliance with the 'Terms and Conditions for the use of Parish Halls' set out in Annex 2.
12. The Church¹ will not be held responsible for any loss, injury and/or damage sustained by the wedding couple and/or any of their guests while on Church premises.

PART B : FLORAL ARRANGEMENTS

1. The Church has a ***Flower Ladies Ministry***, which provides altar flower arrangements at no charge to the wedding couple. They can be contacted through the Parish Sacristan.
2. Flowers incur a basic charge of **\$100.00**. This includes, if desired: flowers for (a) the unity candle (the

¹ References to "Church" in these paragraph 11 shall, where the context so admits, include references to the Titular Roman Catholic Archbishop of Singapore and/or Society of Jesus (Singapore) Limited

candle itself is not included), (b) the table for signing the marriage register, and (c) presentation to Mother Mary.

3. Flower arrangements done by the Flower Ladies **are NOT to be removed** by the wedding couple. Only one arrangement is done for the day, even if there are two or more weddings scheduled.
4. Choice of floral arrangements will be made on a **first come first served** basis. A wedding couple placing their booking later will have to abide by the floral choice of an earlier booking for that same day. No discussions as to particular preferences will be entertained.
5. Wedding parties may use **external florists** on the following conditions:
 - (a) give the Parish Sacristan **at least 6 weeks notice** before the wedding;
 - (b) floral arrangements **must be removed** from Church premises by the **wedding couple immediately** after the wedding; and
 - (c) the **Church's specifications** of appropriate locations and types of floral arrangements and other decorations must be strictly observed. Please check with the Parish Sacristan.

ANNEX 2

TERMS & CONDITIONS FOR USE OF PARISH HALLS Church of St Ignatius (the "Church")²

1. The Church has two Parish Halls: (a) Sacred Heart Hall; and (b) St Ignatius Hall.
2. The wedding couple using either or both of the abovementioned Halls for the holding of their wedding reception (the "**Reception Hall(s)**") shall be the Persons-in-Charge (PIC) and **MUST** be the persons who are responsible for ensuring due compliance of, and due observance with, the provisions of these Terms and Conditions.³
3. The Reception Hall(s) shall be available for use on the date of wedding (the "**Wedding Date**") as follows:
 - (a) For morning wedding Mass couple: the hours of use shall be from 9.00 a.m. to 1.00 p.m. of the Wedding Date and the PIC must ensure that the Reception Hall(s) are vacated by no later than **1.00 p.m. of the Wedding Date**; and
 - (b) For afternoon wedding Mass couple: the hours of use shall be from 1.00 p.m. to 5.00 p.m. of the Wedding Date and the PIC must ensure that the Reception Hall(s) are vacated by no later than **5.00 p.m. of the Wedding Date**.
4. The PIC shall ensure that **by no later than** the applicable time specified in paragraph 3 above for the Reception Hall(s) to be vacated:
 - (a) the Reception Hall(s) are duly vacated;
 - (b) the Reception Hall(s) are **IN A CLEAN AND TIDY STATE** (with the same layout for tables and chairs as at the time of handover of keys);
 - (c) all taps in the Reception Hall(s) are turned off (if any);
 - (d) all electric lights and air-conditioning systems are switched off, windows are closed and all doors are locked; and

² All references to "Church" in these paragraph 11 shall, where the context so admits, include references to the Titular Roman Catholic Archbishop of Singapore and/or Society of Jesus (Singapore) Limited

³ The provisions of these Terms and Conditions which are applicable to, or which are on the part of the PIC to be performed and/observed, shall be binding on and be applicable to the PIC jointly and each of them severally

- (e) the Reception Hall(s) are duly and properly cleared of all food, decorations and other items which the PIC have placed, or caused to be placed, in or at the Reception Hall(s).
5. (a) No tentage shall be erected at any part of the Church grounds except with the prior written approval of the Church parish priest. Where the Church parish priest's approval is granted, the PIC shall ensure that the tentage is removed by no later than 2 (two) working days after the Wedding Date.
- (b) The tables and chairs in the Reception Hall(s) may be re-arranged but any such re-arrangement must be within the confines of the Reception Hall(s) and no such tables and chairs shall be placed outside the Reception Hall(s) as (i) the areas outside the Reception Hall(s) are access ways for other users of the Church and the facilities thereat and consequently, such access ways must remain at all times free and clear for access purposes and to cater for any emergency situation, and (ii) the placement of tables and chairs outside the Reception Hall(s) could result in damage to the tables and chairs due to their exposure to rain or sunlight.
6. In the event any of the provisions of paragraphs 4 and/or 5 above, is/are not complied with, the following shall apply:
- (a) the Church shall be entitled to mobilise staff and/or contractors to take steps to facilitate due compliance with the provisions of the said paragraphs 4 and/or 5 above, and all costs and expenses incurred by the Church shall be for the account of the PIC; and
 - (b) any costs and expenses suffered and/or incurred by the Church arising from or in connection with the PIC's non-compliance with any of the provisions of the said paragraphs 4 and/or 5 above (including, without limitation, costs for the replacement of damaged tables and/or chairs), shall also be for the account of the PIC.

The costs and expenses suffered and/or incurred by the Church shall be payable by the PIC to the Church not later than seven (7) days after the date of the Church's notification to the PIC of the amount payable.

7. The booking of the Reception Hall(s) does not entitle the PIC to use or enter the Reception Hall(s) at any time other than the applicable hours of use specified in paragraph 3 above.
8. The PIC shall use the Reception Hall(s) for their wedding reception only and for no other purpose whatsoever.
9. The PIC shall be responsible for any damage to the Reception Hall(s) and to any property in the Reception Hall(s) occurring during the period of use of the Reception Halls.
10. The PIC shall ensure that any damage to the Reception Hall(s) is reported to the Church Administrator promptly.
11. The Church shall not be liable to the PIC, nor shall the PIC have any claim against the Church in respect of any death, injury, loss or damage (including indirect, consequential and special losses) which the PIC may suffer in respect of any of the following (whether caused by negligence or other causes):
- (a) any interruption in any of the services serving the Reception Hall(s) or the closure of the whole or any part of the Reception Hall(s) due to necessary repair, maintenance, damage or destruction of any installations or equipment or due to any mechanical, electrical or other defect, malfunction or breakdown or any circumstances beyond the Church's control (including but not limited to fire, flood, act of God, escape of water, riot, civil commotion, curfew, emergency, labour disputes or shortage of manpower, fuel, materials, electricity or water);
 - (b) any leakage or defect in the piping, wiring and sprinkler system or defect in the structure of the building(s) where the Reception Hall(s) is/are located (the "**Building(s)**");
 - (c) death, injury, loss or damage caused by other persons in the Building(s) or at the Church grounds; or

- (d) the use of the Church's carparks.
12. The Church is not responsible to the PIC, the PIC's guests, independent contractors, agents nor to any other persons for any death, injury, loss or damage sustained at or originating from the Reception Hall(s), the Building(s) or the surrounding Church grounds directly or indirectly caused by, resulting from or in connection with:
 - (a) any act, omission, negligence or misconduct of the Church's employees, agents or independent contractors; or
 - (b) any terrorist act (as defined in regulation 4(1) of the United Nations (Anti-Terrorism Measures) Regulations made under the United Nations Act (Chapter 339)) regardless of any other cause or event contributing concurrently or in any other sequence to the loss (including, but not limited to, any action taken in controlling, preventing, suppressing or in any way relating to any terrorist act).
 13. In the event of the occurrence of any of the events referred to in paragraph 11(a) or (b) above, the Church shall be entitled to inform the PIC of the cancellation of their booking of the Reception Hall(s) and in such a case, the Church shall not be responsible for any loss, damage and/or additional costs and expenses that may be suffered or incurred by the PIC arising from or in connection with the cancellation of the booking of the Reception Hall(s).
 14. The PIC shall indemnify and hold the Church harmless from and against all claims, damages, costs, losses and expenses of any nature whatsoever which the Church may suffer or incur in connection with loss of life, personal injury and/or damage to property arising from, or in connection with, any occurrences in, upon or at the Reception Hall(s) or the use of the Reception Hall(s) or any part thereof by the PIC or by any of the PIC's guests, independent contractors or agents.
 15. Notwithstanding the booking of the Reception Hall(s) by the PIC for the applicable hours of use referred to in paragraph 3 above, the Church Administrator as well as the staff in charge of Church operations and/or facilities and any other person(s) authorised by the Church shall at all times have the right of access to the Reception Hall(s).
 16. The PIC shall ensure that good order is kept in the Reception Hall(s) and surrounding areas during the period of use of the Reception Hall(s).
 17. When music is played at the Reception Hall(s), the PIC must ensure that the music volume is controlled at a **reasonable level** having regard to the location of the Reception Hall(s) and the usages of the areas adjacent to the Reception Hall(s).
 18. All property and items required for the wedding reception must be located within the Reception Hall(s) and at no other parts of the Church grounds. The Church accepts no responsibility for any property brought onto or left at the Reception Hall(s).
 19. Access to all exits in the Reception Hall(s) must remain clear and no chairs or obstruction shall be placed at such exits.
 20. No fire safety appliances shall be removed or tampered with. In order to ensure all exit signs can be seen during an emergency, no exit signs shall be covered except by persons responsible for opening them in the case of an emergency.
 21. A person who is not the Church nor either of the PIC has no right under the Contracts (Rights of Third Parties) Act (Chapter 53B) to enforce or enjoy the benefit of any term of this Terms and Conditions.