



Hi there, love birds!

Thank you so much for considering Westbourne Park Uniting Church as your wedding venue! We would feel very blessed to be part of your special day.

Here, at Westbourne Park UC we have a very passionate team of excellent volunteers who will make sure you get to enjoy your wedding day and not have to worry about a thing. Our professional and hard-working wedding coordinator will work with you every step of the way.

A Christian marriage is one of the most significant events in the life of a man and a woman. Marriage vows made in the context of the Christian family celebrate your relationship and mark the beginning of a committed life together.

Our understanding is that God has drawn you together and you are open to God's leading and guiding in your lives. We count it a privilege to be a part of this time in your life and to share in the hopes and dreams you have for the day and for the future.

Please know you are in great hands and we are looking forward assisting you with your special day!

Feel free to contact us at any time if you have any questions or requests.



Contact details

Wedding coordinator	Minister	Office
Aimy Mavromatis 0449 926 446	Rev. David Hoffman 0401 138 259	8271 7066
weddings@wpuc.org.au	david@wpuc.org.au	office@wpuc.org.au

Westbourne Park Uniting Church 27 Sussex Terrace, Hawthorn, South Australia



Wedding Booking

Bride

Full name

Address

.....

Phone

Email

Signature

Groom

Full name

Address

.....

Phone

Email

Signature

Wedding details

Date

Celebrant

Ceremony starting time

Ceremony finish time.....

Reception starting time.....

Emergency contact details*

Full name

Phone

* Contact details other than bride and groom, in case they are unavailable. E.g. a parent/friend/maid of honor etc.

Maid of Honor

Full name

Phone

Best Man

Full name

Phone

Please use this space to provide us with any additional information you would like us to be aware of

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Please tick which services you would like to utilise

Pricing structure

- | | | |
|--------------------------|----------------------------|----------|
| <input type="checkbox"/> | Church Hire | \$500.00 |
| <input type="checkbox"/> | Organ | \$120.00 |
| <input type="checkbox"/> | Organ use (own organist) | \$ 20.00 |
| <input type="checkbox"/> | Minister | \$120.00 |
| <input type="checkbox"/> | Sound Operator (Required) | \$ 50.00 |
| <input type="checkbox"/> | Visual Operator (Optional) | \$ 50.00 |

Catering

We would love to cater for your special day, our passionate team of volunteers have years of experience and will make sure your guests will not leave feeling hungry! Our catering coordinator is flexible and is happy to work with you to meet your special requirements, please talk to the wedding coordinator if you wish to discuss different catering options. We will have GF, VG and vegan options available if required.

Standard Afternoon Tea package | \$10 per head
(includes non-alcoholic drinks)

Grazing table (guests help themselves)

- Different types of cheeses
- Crackers
- Fresh breads
- Dips
- Fresh fruits
- Cold meats

Sweets

- Mini Pavlova's with fresh fruit and cream
- Mini lemon tarts
- Mini brownies
- Assortment of different home made slices

Assortment of Canapés (will be served to guests)

- Spring rolls
- Warm pies and pastries
- Freshly made English sandwiches

Drinks

- Assortment of different juices and soft drinks
- Assortment of different flavoured water
- Coffee and tea

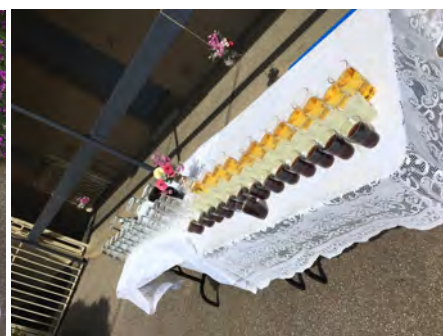
Price per head is \$10 if you decide to go with our Standard Afternoon Tea package.

If you wish to add or change the menu, the final price will be confirmed by our catering coordinator.

Please note we only offer cocktail style catering and no sit down meals. If you wish to bring in your own catering you are welcome to do so. Please talk to the wedding coordinator if you wish to utilise the kitchen facilities.

If you decide to let us cater for your special day, food and beverage selections are to be made four weeks prior to the event to ensure your guests are catered for. All dietary requirements must be advised fourteen days prior to the event.

Please let your wedding coordinator know if you require additional photo's.



We can hold a tentative booking for a total of two weeks from enquiry date. This may be extended upon request with the wedding coordinator or office staff.

If you would like to secure your booking please complete the Wedding Booking form and the Standard Terms and Conditions form and send to weddings@wpuc.org.au Your booking is not accepted until you receive a confirmation email. A non-refundable \$150 deposit will then be payable within 14 days.

Standard Terms and Conditions

To ensure the satisfaction of all guests the following standard terms and conditions are applicable to your event. All bookings are made upon, and subject to, these standard terms and conditions.

Booking and Deposit Requirements

Please send a signed copy of these 'Standard Terms and Conditions' and the completed booking form. Your booking is not accepted until you receive a confirmation email and then pay the \$150 non-refundable deposit to;

Name: Westbourne Park Uniting Church
BSB: 035 044 ACC: 17 7350
Description: 'Groom's Surname Wedding'

Catering

You are welcome to bring in your own catering, please discuss with your wedding coordinator if you wish to make use of the kitchen facilities.

In case of in-house catering, food and beverages choices are to be made four weeks prior to the event with all guests catered for. All dietary requirements must be advised fourteen days prior to the event.

Signed acceptance

I have read, understood and accepted the above Standard Terms and Conditions.

Bride full name.....

Groom full name.....

Signature.....

Signature.....

Date.....

Date.....

Office use only

Deposit received Y/N Date.....

Booking form completed and received Y/N Date.....

Total payment:

Due by:
Within two weeks prior to the event

Deposit: \$150

Due by:
Within 14 days of receiving the signed Standard Terms and Conditions

Outstanding:

Cancellation

In case of cancellation after securing your booking, you will not be charged a cancellation fee however, please note the \$150 deposit is non refundable.

Damage

Please be aware that you will be financially responsible for any damage sustained to the church during the time of your function. Credit card details will be required prior to the event.

Alcohol Policy

If you are bringing alcoholic beverages unto the premises you must ensure that the person serving alcohol has a current RSA (Responsible Service of Alcohol) certificate. We will need a copy of the persons RSA certificate, 1 week prior to your event. If you are unable to organize someone with a current RSA, you will not be able to serve alcohol on the premises of Westbourne Park Uniting Church.