



**CHURCH OF THE SACRED HEART**  
111 Tank Road, Singapore 238069  
Tel: 6737 9285 ; Email: [sacredheartchurch@catholic.org.sg](mailto:sacredheartchurch@catholic.org.sg)

**CHURCH WEDDING BOOKING FORM**

[Updated on Jul 2020]

<b>Wedding Date &amp; Time:</b>	
<b>Solemniser:</b>	Rev Fr

**If already married in civil ceremony:**

Country: \_\_\_\_\_ ROM Cert No. \_\_\_\_\_ Date: \_\_\_\_\_

	Bridegroom	Bride
Name (as in NRIC)		
Nationality		
Date of Birth		
Religion		
Address		
Contact No.	HP: _____	HP: _____
Email		

	Bridegroom	Bride
Are you a baptised Catholic?	Yes / No*	Yes / No*
Have you received the Sacrament of Confirmation?	Yes / No*	Yes / No*
Have you been married before either civilly or in Church?	Yes / No*	Yes / No*
If yes, Church & date of previous marriage: _____		

\*Delete where not applicable

USE OF CHURCH FACILITIES		
Use of Church	S\$ 300	
Use of Canteen <i>Seating capacity for 150 pax for 2-hour block use</i>	S\$ 400	Optional: Yes / No*
Total	S\$	

\*Delete where not applicable

Payment made on: \_\_\_\_\_ Cash/Cheque No. \_\_\_\_\_  
PayNow: UEN T08CC4031F – Ref: Wedding\_Name (Email screenshot of successful payment) Receipt: \_\_\_\_\_  
*Note: Cheque should be crossed and made payable to: **CHURCH OF THE SACRED HEART***

**DECLARATION BY WEDDING COUPLE**

We confirm that we have read and will comply with the Wedding Guidelines, as set out in page 2 of this form. We also confirm that the information we have provided in this form is complete, accurate, recent and valid to the best of our knowledge. We are aware that we may update the personal data provided by us at any time by contacting the parish secretariat.

Bridegroom's Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Bride's 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 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.
- 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.

### **WEDDING GUIDELINES:**

1. Check with the parish office that the church is available on the selected date, then confirm with the priest of your choice that he is free to preside at the wedding. Do this at least 12 months in advance.
2. Timing for wedding mass/service on weekday & weekend are between 10am to 12pm only.
3. Once you have established that both the church and priest are available, complete and return the Wedding Booking Form to the parish office, together with the respective contributions, to secure the booking. Booking is based on first-come-first-serve basis. No soft-booking please.
4. Once booking is confirmed, contributions are non-refundable. Request for cancellation must be made in writing to the Parish Priest.
5. The Archdiocese requires couples to attend the Marriage Preparation Course or the Catholic Engaged Encounter before the wedding. Places are limited, so please make enquiries six months to a year ahead. details are available at [www.catholicsg.info/mpc](http://www.catholicsg.info/mpc) or [www.ceespore.sg](http://www.ceespore.sg)
6. Apply to the Registry of Marriages for permission to marry, if you are not already married at the Registry, ROM requires at least 21 days' notice to grant the approval / license.
7. Fix a date for an interview with the priest and bring along the following documents:
  - a. Baptismal certificate extract from the church where you were baptised. It must be issued within the past six (6) months to the date of wedding.
  - b. R.O.M. Certificate if you have already been solemnised at the Registry of Marriages, Singapore.
  - c. Certificate of completion of Marriage Preparation Course or Catholic Engage Encounter.
  - d. Copies of your NRICs and your two witnesses NRICs.
8. Please bring your Certificate of Marriage to the parish office after you have collected from the Registry of Marriage. This is not applicable if you already solemnised your marriage at ROM.
9. Consult the presider for help in putting together a booklet for your wedding liturgy. It is the wedding party's responsibility to ensure that the presider vets the text, and advises on appropriate prayers, readings, and songs. The content of the booklet must be in accordance with the liturgical text provided by the Archdiocese.
10. No secular songs are allowed during the Mass/Service. Please choose religious hymns appropriate to the particular section of the liturgy.
11. Please make your own arrangements to engage choir, altar servers (optional), lectors, animator, florist and caterer.
12. Decorations are to be tied to the pews with ribbons only. No double-sided tape or blue tack are allowed.
13. Please do not throw confetti, flower petals, etc in and/or around the church.
14. Bridal chairs & kneelers will be provided. Reception table covered with table cloth will be provided. Reception table will be placed at the church front entrance.
15. All decorations in church and canteen must be removed after the mass/service by the wedding party.
16. Photo-taking and filming are allowed in the Church except at the Altar / Sanctuary area.

### **WEDDING RECEPTION AND CATERING**

1. The canteen can accommodate 150 guests.
2. No shifting or rearranging of the tables & chairs are allowed.
3. The church does not provide private room for tea ceremony.
4. The church does not provide changing room/holding room for the bride.
5. The caterer must ensure that the canteen is swept clean, tables and chairs placed in order and all garbage bags disposed of properly at the designated place for disposal.
6. Please remind the caterer they should not pass through the church with the garbage bags.

### **OTHER MATTERS**

1. The appropriate respect and reverence should be shown by everyone within church premises. Especially in the main worship space. Points to note:
  - a. Silence must be observed 10 minutes before the Mass/Service begins.
  - b. No talking during the wedding Mass/Service.
  - c. No using of mobile devices, which should be silenced.
  - d. No eating/drinking in church.
  - e. Proper, modest and respectful dress code and decorum must be observed.
2. The Church will not be held responsible for any loss, injury or damage sustained by the wedding party and its guests while on Church premises.
3. **The Church reserves the right to review and make amendments to the guidelines without prior notice.**