

# Weddings & Funerals

CANBERRA CITY UNITING CHURCH

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# Marriage Information

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Couples are welcome to use Canberra City Uniting Church for their wedding ceremony. You will need to contact the Church Office to discuss the details including availability of the proposed date and the fees involved. The following information provides an indication of the arrangements that would apply.

## Administration and Preparation

There are some administrative preparatory requirements for a wedding at the Canberra City Uniting Church. Documentation, marriage preparation, interviews and organising of the service. At least four interviews will be required in the process. A complete briefing on this will be given at the initial interview.

You need to be aware that specific church requirements such as baptism certificates, copy of notice of marriage and divorce certificates, if applicable, are to be provided.

The minister requires sufficient notice prior to a wedding so that the necessary administration and preparation can be performed.

## Bookings

Arrangements for the wedding are to be made through the Church Office. Weddings are not conducted during Holy Week (i.e. Palm Sunday to Easter Eve).

Weddings can be conducted on any day except Sundays. On days other than Sundays care must be taken to ensure clashes with other activities are avoided.

A Hiring Application Form is to be completed and returned to the Church Office. Once received the booking will be confirmed via email.

## Application

Application to be married at the Canberra City Uniting Church should be made to the office on the form available from the Church Office. Further information and personal requirements will be discussed at the initial interview.

## Video Equipment

Some video cameras may not be compatible with the Church sound system. Please contact the Church Office to ensure compatibility.

## Confetti

No confetti or similar materials are to be used inside the church or in the plaza.

## Vehicles

Wedding cars (up to three) are permitted to park in the plaza. Please ensure that prior arrangements have been made with the Church Office to facilitate parking.

## Fees

|           |               |
|-----------|---------------|
| Minister  | \$200         |
| Organist  | \$160         |
| Caretaker | \$45 per hour |
| Church*   | \$300         |
| Flowers*  | \$170         |

All payments should be made at least a fortnight before the date of the wedding.

## Church\*

For members of Canberra City Uniting Church, no fee will be charged.

## Caretaking

Wedding rehearsals and flower arranging (if not provided by Canberra City Uniting Church) will attract a caretaking fee of \$45 per hour if carried out outside of business hours.

## Music

The Pipe Organ is available for use as part of the service, however Canberra City Uniting Church will arrange one of its own organists. If the wedding party wishes to provide their own pianist, a grand piano or an electric piano/organ are available.

## Flowers\*

The wedding party may undertake to do their own arrangements of flowers. Unfortunately, vases are not available from Canberra City Uniting Church. If the wedding is on a Saturday and the arrangement of flowers is to be undertaken by the Canberra City Uniting Church, the flowers are to remain in the Church.

## Conference Centre Room Hire

The Pilgrim House Conference Centre is available for hire. Please speak with the Centre Manager for details or visit our website [www.canberracityuca.org.au](http://www.canberracityuca.org.au) for details.

# Funeral Information

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The Canberra City Uniting Church is available for funeral services. You will need to contact the Church Office to discuss the details including availability of the proposed date and the fees involved. The following information provides an indication of the arrangements that would apply.

## Administration and Preparation

There are some administrative preparatory requirements for a funeral at Canberra City Uniting Church. The Minister will make an appropriate time to meet and discuss with you your specific requirements.

## Bookings

Arrangements for the funeral service (i.e. day and time) are to be made through the Church Office.

Funerals can be conducted on any day except Sundays. On days other than Sundays care must be taken to ensure clashes with other activities are avoided.

A Hiring Application Form should be completed and returned to the Church Office. Once received the booking will be confirmed via email. The form is available from our website.

## Vehicles

Funeral cars (up to three) are permitted to park in the plaza. Please ensure that prior arrangements have been made with the Church Office to facilitate parking.

## Fees

|           |               |
|-----------|---------------|
| Minister  | \$200         |
| Organist  | \$160         |
| Caretaker | \$45 per hour |
| Church*   | \$300         |

## Church\*

For members of Canberra City Uniting Church, no fee will be charged.

## Music

The Pipe Organ is available for use as part of the service, however Canberra City Uniting Church will arrange one of its own organists. If the funeral party wishes to provide their own pianist, a grand piano or an electric piano/organ are available.

## Conference Centre Room Hire

The Pilgrim House Conference Centre is available for hire. Please speak with the Centre Manager for details or visit our website [www.canberracityuca.org.au](http://www.canberracityuca.org.au) for details.