



CHURCH OF OUR LADY OF LOURDES

50 OPHIR ROAD SINGAPORE 188690

TEL: 62940624 FAX:62942686

website: www.lourdes.sg

WEDDING BOOKING FORM

1. GENERAL GUIDELINES

If both of you are baptised Catholics

1. Notify your Singapore parish at least 1 year prior to the desired date of marriage.
2. Make an appointment for a pre-nuptial interview with a priest from the parish.
3. Gather the necessary documents.
 - Latest Baptismal Extract for the baptised Catholic (not later than 6 months).
 - Copy of Birth Certificates and Identity Cards (Groom & Bride)
 - Photocopies of NRIC or Passport(s) and contact number(s) of Groom & Bride (Front & Back)
 - Photocopies of NRIC/Passport number(s) and contact number(s) of 2 witnesses (Front & Back)
 - Copy of Civil Wedding Certificate (if civilly married) or Certificate of Marriage (if previously registered at ROM)
 - Certificate of Completion of Engaged Encounter (EE) or Marriage Preparation Course (MPC), in addition, if applicable, copies of the following documents are required. For more information, visit ceespore.sg and marriage.gov.sg
 - Certificate(s) of any other previous marriage(s)
 - Certificate(s) of any previous divorce(s)
 - Certificate(s) of the death of the previous spouse(s)

If one of you is not a baptised Catholic

1. Trinitarian Baptismal Certificate for the baptised non-Catholic (if applicable).
2. Inform the priest about the difference in religion at the first meeting. He will do the necessary steps to obtain the permission.
3. If any of you have had a previous marriage



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2. PRENUPTIAL INQUIRY

Meet your presider for the Prenuptial Inquiry or Prenuptial Interview at least **(6) six months** before your wedding and bring all the necessary documents.

3. NO WEDDINGS TO TAKE PLACE DURING THE FOLLOWING OCCASIONS: -

1. Holy Week (Palm Sunday to Easter Saturday)
2. On the days of obligation
3. Weekend of Parish feast day
4. On Sundays

4. NOTICE OF MARRIAGE

1. File a Notice of Marriage ROM at marriage.gov.sg within three (3) months of your wedding.
2. If you have already solemnised your marriage at ROM, please submit a copy of your Certificate of Marriage to the Secretary's Office for the record, latest by 2 weeks before the wedding.

5. LITURGY AND WEDDING BOOKLET

1. 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 Mass text as stipulated by the Archdiocesan Liturgical Committee cannot be changed.
2. Please choose religious hymns appropriate to the particular of the liturgy.
3. AV and sound systems for any plug-in music are not available for use.
4. Please make your arrangements to engage the choir, musician, organist, lectors, photographers, videographers, and caterer. The church does not provide them.
5. Your choir and musicians may use the electric organ. No choir or musician is permitted to use the grand organ at the choir loft. Organists/Musicians intending to play the organ at the right transept must attend a compulsory 30-minute familiarisation briefing conducted on Saturdays or Sundays immediately after the evening mass and must by 7:00 pm. The organist/musician is to arrange this briefing at least three (3) weeks before the wedding day.



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6. Your photographers and videographers are NOT allowed on the sanctuary during the Mass / Service.
7. Please contact the sacristan regarding rehearsal and logistic matters.
8. Due to the heavy usage of Our Lady of Lourdes Church, all activities must cease on time for the next booking. Couples are advised to exercise sufficient planning to keep to the timing. Once the air-conditioning system and lighting are switched off, they will not be turned on again.
9. For the Wedding Booking slot for 10:00 am, the church is to be cleared by 11:30 am sharp on the wedding day.
10. For the Wedding Booking slot for 2:00 pm, the church is to be cleared by 3:30 pm sharp on the wedding day.

6. FLOWER ARRANGEMENT AND DECORATIONS

1. The Church does not provide flower arrangements. Please make your own arrangements. Flowers are to be disposed of immediately from the Church compound after the wedding.
2. You may bring your pew decorations, flowers for the front reception table, and couple's chairs. (No decorations are to be done on the Friday before the Saturday wedding).
3. Decorations are to be tied to pews & chairs with ribbons only. No pins, tapes, double-sided tape, or wires are allowed. After the Mass/Service, you are responsible for the removal of all decorations on the pews, reception table, and couple's chairs. These must be removed from the Church and properly disposed of.
4. Timing for decorations set up is 9:00 am for the wedding booking slot at 10:00 am to 12:00 pm for the wedding booking slot at 2:00 pm on the wedding day only. Liaise with the church Sacristy in-charge.
5. Two tables will be provided - one for the signing ceremony and the other for the reception at the church porch. These tables are to be placed at locations designated by the Church.
6. No other decorations are allowed in the church without permission.

7. BOOKING OF CHURCH OF OUR LADY OF LOURDES

1. Contact the Church of Our Lady of Lourdes Parish Secretary to reserve a date at least one (1) year before your wedding.
2. Weddings at the Church of Our Lady of Lourdes are only held on **Saturdays** of the month (**wedding bookings are unavailable one (1) week before Christmas and three weeks before Holy Saturday**). The church can accommodate two (2) weddings and a Mass/service on Saturday, if one (1) couple not using the hall.
3. Times for wedding booking are **10:00 am** and **2:00 pm**. Reservation of date and time is subject to a first-come-first-serve basis



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8. WEDDING RECEPTION AND CATERING (PERMITTED ONLY FOR 10:00 AM WEDDING)

1. Wedding reception and catering activities can be held at Church Hall located at the cost of \$1,888, please liaise with the operation in-charge of the church
2. You may book the hall when booking the main church subject to availability.
3. Outside catering is allowed. However, caterers must contact the church for a brief on the housekeeping for the usage of the Hall. Please also ensure that bio-degradable cutlery and utensils are used.
4. Standard AV system is available for usage with the booking hall. (Need to get approval of using the AV system to the parish office).
5. Due to space constraints and safety, the hall may only accommodate 200 persons or less. Use of the hall will not be allowed for more than 200 guests.
6. All reception activities are strictly confined to within the hall. Use of other spaces is not allowed. (e.g. Corridors, walkways), Church porch, driveways, etc).
7. No loud music is permitted as the premise is also used for other events in the adjacent rooms.
8. No usage of the Church Pantry.
9. The caterer must ensure that the hall is swept clean, tables and chairs are placed in order and all garbage bags are disposed of properly. The refuse bins are located near the toilet area. All buffets are aware and utensils must be cleared as soon as possible after the functions.
10. All activities must cease, and the hall and carpark cleared by 3:00 pm on the wedding day.

9. OTHER MATTERS

The appropriate respect and reverence should be shown by everyone within the church premises. Especially in the main worship space.

Note the following: -

1. Silence must be observed 15 minutes before the Mass/Service begins.
2. No talking during the wedding
3. No use of mobile devices, which should be silenced.
4. No eating or drinking in the church.
5. Proper, modest, and respectful dress code and decorum must be observed.
6. No throwing of confetti, rice, bubbles, or flower petals.
7. No moving of church furniture from their original positions.
8. The premises must be cleaned and cleared of the garbage by the wedding party once the wedding Mass/Service is over.
9. Be punctual for all appointments as we have very limited resources.
10. 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.



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11. The wedding couple will be held liable for any damages to Lady of Lourdes Church property caused by those involved (guests, vendors, etc.) during the wedding and reception.
12. The car parking in the Church is subject to constraints and availability. In the event of unavailability of the parking spaces, all vehicles are to be parked at car parking at Queen St.
13. The Church reserves the right to review and make amendments to the guidelines without prior notice. Please note that any items not stated in the guideline are deemed not to be provided for.

10. BOOKING AND CANCELLATION

The Church reserves the right to cancel the booking or make alternative arrangements, if the wedding party does not fulfil the requirements, abide by the terms of the wedding's guidelines, or under any other unforeseen circumstances. Booking fees are to be discussed at the parish office.

11. Please write in BLOCK letters. ALL fields are mandatory

Date of Wedding:	Time:
Name of Priest (ROM License):	
Church wedding will be held at:	

Particulars of the Groom

Groom's Full Name:
Religion:
Address (as in NRIC):
NRIC No. (last 4 digits):
Email address:
Telephone No. (valid number):
Have you been married to another person before?



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Particulars of the Bride

Bride's Full Name:
Religion:
Address (as in NRIC):
NRIC No. (last 4 digits):
Email address:
Telephone No. (valid number):
Have you been married to another person before?

Please ensure that you have seen a Priest and are eligible for a sacramental wedding before submitting this application form to the Parish office for your wedding Mass/Service booking.

Marriage Solemnisation: ROM ☐ Date of Civil Wedding: _____
☐ We will solemnise at OLOL_____

☐ Priest at OLOL_____

Note:

If you are solemnizing your marriage in the Church, you must notify the Registry of Marriage (ROM) at **least 21 Days** (excluding the date of filing) before your wedding date.

If you are planning to celebrate mass or any liturgical event with a priest who is not from the Church of Our Lady Of Lourdes, approval from the Parish Priest is required beforehand.

IMPORTANT PDPA NOTICE:

The Church of Our Lady Of Lourdes safeguards all personal data collected through any ministry, parish, commission, or activity in accordance with the Singapore Personal Data Protection Act (No 26 of 2012) ("PDPA").

In compliance with the PDPA and by signing this form, agree and consent:

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



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UNDERTAKING

We the undersigned, certify the above information is true to the best of our knowledge and agree to the above terms and the PDPA notice.

GROOM

Name: _____

Signature: _____

Date: _____

BRIDE

Name: _____

Signature: _____

Date: _____

Church Hall Booking: ☐ Yes ☐ No

For more details on church hall booking please call the parish office and look for the person in charge.

For Office use Only:

☐ Booking Acknowledgment via email and this form is for recording purpose.

Seal