



WEDDING BOOKING FORM

Please write in BLOCK LETTERS. All information is confidential.

Wedding Date :	Time of Mass/Service : 9.00 am / 12.00 nn*
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Booking must be made one (1) year in advance.

*** Please delete where not applicable**

	BRIDEGROOM	BRIDE
Name (as in NRIC):		
NRIC/Passport/FIN		
Nationality:		
Religion:		
Address:		
Contact No. :		
Email:		
Father's Name:		
Mother's Name:		

	BRIDEGROOM	BRIDE
Have you been married before?	Yes / No	Yes / No
If yes, have you obtained an annulment/nullity of the Previous marriage from the Catholic Church?	Yes / No / NA	Yes / No / NA
Were you a Catholic at time of previous marriage?	Yes / No / NA	Yes / No / NA
If Yes, was the marriage done in Catholic Church?	Yes / No	Yes / No
Ex-spouse's full name :		
Ex-spouse's religion (if Christian state denomination)		
Had he/she been baptised at time of marriage?	Yes / No / NA	Yes / No / NA

*** Delete where not applicable**

If already married in a civil ceremony:
Country: _____ Certificate No: _____ Date: _____

PRESIDER / SOLEMNISER	
Name:	Rev. Fr.
Parish:	
Contact No.:	
Email:	

To be completed by OFFICIATING PRESIDER / SOLEMNISER

I, Rev. Fr. _____ (name), have spoken to the above named couple and have agreed to preside at their Wedding Mass/Service/Convalidation*.

I am aware of the declarations as made by the couple on Page 1 & 2 and will guide them
To ensure no impediments to the Church wedding.

I have conducted/will conduct * the needed interviews for the couple intending to get married.

I have given/will give * them the needed instructions to make sound commitment for marriage in Church.

I have conducted/will conduct* the **Prenuptial Inquiry** on _____ (date) including reading out and explaining the impediments listed in the pre-nuptial inquiry form.

I have submitted/will submit * the Prenuptial Inquiry Form to COTT Parish Office on _____ (date).

I hereby confirm that I hold a valid Solemniser License No _____ with the Registry of Marriage Singapore.

Signature of PRESIDER / SOLEMNISER: _____ **Date:** _____

** Delete where not applicable*

Recommended Donation for Parish Facilities & Services			Time of Usage
Use of Church – Parishioner	SGD\$500.00	Yes / No	to
Use of Church – Non Parishioner	SGD\$700.00	Yes / No	to
Use of Level 1 Canteen. Max capacity 250 pax	SGD\$300.00	Yes / No	to
TOTAL Donation to COTT :	SGD\$		

**Delete where not applicable*

- ◆ Booking of the church will be confirmed if your application form is in order and a non-refundable deposit of 30% of the total donation is paid.
- ◆ Balance of donation must be made 1 month before the wedding date and is non-refundable.
- ◆ Payment to be made by one of the following modes :
 - Cash
 - Cheque, payable to “**CHURCH OF THE TRANSFIGURATION**”
 - PayNow (UEN#T15CC0001D) Reference Number: Quote “**WED dd/mm/yy**”.
 - Please ensure a receipt is issued for your donation.

DECLARATION BY WEDDING COUPLE

We confirm that the declaration made to the information as requested by the Roman Catholic Archdiocese of Singapore is correct and accurate.

We also confirm that we have read, understood and accept all the guidelines issued by Church of the Transfiguration as stated on Pages 4 to 6 of this booking form and will fully comply with the guidelines.

Bridegroom: _____ **Signature:** _____ **Date:** _____

Bride : _____ **Signature:** _____ **Date:** _____

STATEMENT OF UNDERSTANDING

IMPORTANT : Compliance with Guidelines for the Protection of Personal Data.

The Church of the Transfiguration safeguards all personal data collected through the parish office, church ministry, commission, event or activity, in accordance with the Singapore Personal Data Protection Act (2012) and with the Data protection policy stipulated on the Roman Catholic Archdiocese of Singapore's website (<https://www.catholic.sg/pdpa-policy>).

By signing this form, I/we hereby acknowledge that the information furnished is true and accurate and the following points on the PDPA has been brought to my/our attention, and consent to:-

- 1) The collection, storage, retention, adaptation, modification, reading, retrieval, use, transmission, disclosure, blocking, erasure or destruction ("Processing") of the personal data provided herein in this Form ("Personal Data") by the parish.
- 2) The disclosure and transfer of the said personal data to approved third parties within the Archdiocese of Singapore and/or foreign Dioceses; and/or Singapore government agencies for the purpose of processing and administration.
- 3) The Parish sharing of my personal data: (e.g. Contact details disclosed in chat groups like WhatsApp) onto social media and all social communications platforms, where it deems necessary for the efficiency and efficacy of communication outreach to members, including myself/ourselves.
- 4) The Parish taking photos, videos or audio recordings at church held events both on and off the church premises which may contain my/our image/audio likeness and may be used for archival and/or publicity purposes in the Parish's website, publications, content on social media, posters and communication marketing.
- 5) Produce my/our personal identification documentation such as NRIC, passports, work permits, employment passes, etc., for the purpose of verification upon request by the Parish staff and/or volunteer.

Withdrawal of Consent

- 1) The consent that you provide for the collection, use and disclosure of your personal data will remain valid until such time it is being withdrawn by you in writing. You may withdraw consent and request us to stop using and/or disclosing your personal data for any or all of the purposes listed above by submitting your request in writing or via email to our Data Protection Officer at officeadmin@transfiguration.sg
- 2) Upon receipt of your written request to withdraw your consent, we may require reasonable time (depending on the complexity of the request and its impact on our relationship with you) for your request to be processed and for us to notify you of the consequences of us acceding to the same, including any legal consequences which may affect your rights and liabilities to us in general, we shall seek to process your request within ten (10) working days of receiving it.
- 3) Whilst we respect your decision to withdraw your consent, please note that depending on the nature and scope of your request, we may not be in a position to continue providing our services to you and we shall, in such circumstances, notify you before completing the processing of your request. Should you decide to cancel your withdrawal of consent, please inform us in writing.
- 4) Please note that withdrawing consent does not affect our right to continue to collect, use and disclose personal data where such collection, use and disclose without consent is permitted or required under applicable laws.

Name of Bridegroom

Signature

Date

Name of Bride

Signature

Date

WEDDING MASS & SERVICE GUIDELINES

BEFORE BOOKING A WEDDING DATE

1. Approach a priest one (1) year in advance whom you wish to invite to preside and solemnize your marriage on his availability.
2. Contact the Parish Office at 6341-9718 one (1) year before your wedding date to check if the Church is available on the intended date.
3. At the same time book to attend either of these 3 courses before your wedding :-
 - **Catholic Engaged Encounter**
For more information, visit www.ceespore.sg
 - **Marriage Preparation Course**
For more information, visit www.mpcsingapore.com
 - **Couple Mentor Journey (CMJ)**
For more information, visit www.catholicfamily.org.sg/cmj
4. In addition, you must attend the Natural Family Planning (NFP) course.
 - **Natural Family Planning (NFP)**
For more information, visit <http://naturalfamilyplanning.sg>

BOOKING OF CHURCH

1. Complete and submit the Wedding Booking Form to reserve the date. This should be made in person one (1) year ahead. The booking form also requires a declaration & signature by the Presider.
2. The wedding booking, if in order, will be date stamped with date of receipt. Bookings are only confirmed upon submission of form and payment of non-refundable deposit.

PRE-NUPTIAL INQUIRY

1. Make an appointment with your Presider way in advance before your wedding to go through the Prenuptial Interview. Please bring along the following documents:-
 - a. Copy of your Birth Certificate.
 - b. NRIC / Passport for verification.
 - c. * Baptismal Extract (for Catholic Party) from your church of baptism dated not earlier than 6 months from the date of your wedding.
* Trinitarian Baptismal Certificate (for Christian Party).
 - d. ROM Certificate if you have already gone through the civil marriage at ROM.
 - e. Copy of NRIC (front & back) /Passport of the 2 witnesses and their contact numbers.
 - f. Certification of participation from CEE, MPC or CMJ.

In addition and if applicable, bring along

 - g. Divorce certificate of previous marriage.
 - h. Certificate of Annulment from any previous catholic marriage.
 - i. Certificate of death of previous spouse.

NOTICE OF MARRIAGE

1. Please file a Notice of Marriage with the Registry of Marriages (ROM) at www.rom.gov.sg at least 21 days before your wedding date.
2. Submit your unsigned Certificate of Marriage issued by ROM to the Parish Office immediately upon receipt from ROM.

CHURCH WEDDING PLANNING

LITURGY AND WEDDING BOOKLET/SLIDES

1. Consult your Presider for help in putting together a booklet for your wedding liturgy. He will vet the text and advice on appropriate prayers, readings and songs. The content of the Mass text as stipulated by the Archdiocesan Liturgical Committee cannot be changed.
2. If you are preparing PowerPoint slides, please ensure both the booklet and slides are vetted before printing (the Parish Office does not provide printing services).
3. Secular songs are not allowed during the Mass/Service. Please select religious hymns appropriate to the particular section of the liturgy.

WEDDING REHEARSAL

1. Any requests for a wedding rehearsal must be conveyed to the Parish Office at least one month in advance. Please provide required details such as:-
 - * who is coordinating the rehearsal
 - * date & time (which is subject to church's availability).
2. Please bear in mind to be punctual for the rehearsal as the duration is limited to one hour.
3. In case there is a Parish event on the intended day of the rehearsal, your rehearsal will have to be rescheduled. We will endeavour to give ample notice.
4. Air-con will not be turned on for rehearsals.
5. Should you need to test the sound system, a HDMI cable will be provided for you to connect your laptop to the AV system.
6. Do not enter the Sanctuary and the Sacristy.

CHOIR/LECTOR/ANIMATOR/AV ASSISTANCE

Please make your own arrangements to engage a choir, lector and animator where applicable. If you wish to contact any of the church's ministries, you may approach the Parish Office who will forward your contact number to the Ministry Leader. For AV projection, please appoint one of your helpers to man your laptop at the console.

FLORAL ARRANGEMENTS & CHURCH DECORATIONS

1. If you wish to have your own floral arrangements, you may engage your own florist but please notify the Parish Office via email 2 months in advance to make arrangement as there are designated areas for the placement of the flowers and colour theme to consider especially during Feast Days, Solemnities, Advent and Lent seasons.
2. The following are the designated areas for flowers :-
Main Altar, / Mother Mary Statue / OLPS & St. Joseph Shrines.
3. No flower arrangements are to be done in the Church.
4. Delivery of the flower arrangements and placement in the respective locations must be made by 3.00 pm the day before the wedding.
5. Decorations for church pews and bridal sofa are to be tied to the pews with ribbons only. Double sided tape/scotch tape/masking tape/blue tack and binder clips (plastic or metal) are not allowed. They may be put up on the day of the wedding and removed immediately after the wedding.
6. All other decorative displays in the church foyer must be removed after the wedding mass/service by the wedding party.

PHOTOGRAPHY & VIDEOGRAPHY

Photographers and Videographers are **NOT** allowed to enter the Sanctuary / Altar area at **ALL** times. There should be minimal distractions during the sacramental rites.

BRIDAL FURNITURE

- A bridal sofa & two kneelers will be provided.
- One reception table measuring 50cm L x 80cmW x 75cm Ht with skirting will also be provided and placed at the church foyer near the grand staircase entrance. Please do not move the reception table from the designated area without the church office approval.

HOUSEKEEPING

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

1. Please do not throw confetti, flower petals, rice grains, blow soap bubbles etc in and/or around the church.
2. No eating/drinking inside Church and at the foyer is allowed.
3. Mobile phones must be on silent mode.
4. No talking inside the Church especially when the wedding mass/service is taking place.
5. Proper, modest and respectful dress code and decorum must be observed.
6. Timing to access the Church and/or canteen (if applicable) for decorating purposes is to be arranged in advance with the Parish Secretariat.
7. Church must be clean and cleared of any décor, items belonging to the bridal group after the wedding.

Whilst on the premises of Church of the Transfiguration, the wedding party is fully responsible for their own property, security and personal safety. Church of the Transfiguration will not be held responsible for any loss, injury or damage sustained by the wedding party and their guests.

All involved and attending the wedding are to comply with the latest MCCY Wedding/Marriage Solemnization Guidelines relating to Covid-19 safety management procedures at Church of the Transfiguration. Our SMO, within reasonable notice, will brief you on the safety measure requirements before your wedding date

Church of the Transfiguration reserves the right to review and make amendments to the Booking Form, guidelines and procedures without prior notice.