



# WEDDINGS



Pearces Corner  
1711 Pacific Hwy, Wahroonga



Water Street  
2 Water St, Wahroonga



**WAHROONGA**  
ANGLICAN CHURCH



weddings@wahroonga.church  
9489 3278



# Congratulations!

## WELCOME

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Congratulations on your engagement! We are delighted you are considering being married at Wahroonga Anglican Church. We want to do all we can to support and assist you as you prepare for your marriage - a gift from God, not only for your own good but for His own purposes.

Our two beautiful church buildings are historic landmarks in Wahroonga. The Water Street church has capacity to seat 220 people, while the Pearces Corner church has capacity to seat 160 people.

There is much to do when planning a wedding, and we hope these notes are helpful in clarifying next steps, and answering any questions you may have.



Water Street

## JOIN US

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Pearces Corner

We'd love you to join us for a Sunday service at Wahroonga Anglican prior to your wedding. This will help familiarise yourself with the church and what we stand for, whilst allowing you to explore the buildings and grounds as they are being used. We meet at Water Street on Sundays at 8am, 10:30am and 6:00pm, and at Pearces Corner at 9:30am.



# Planning your wedding day

## MEET OUR WEDDING CO-ORDINATOR

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When deciding whether to hold your wedding at Wahroonga Anglican, you will meet with our Wedding Coordinator to discuss details and take a tour of our facilities. At this meeting you can expect to discuss:

- Times for the wedding rehearsal and wedding service
- Use of additional facilities for morning or afternoon teas
- Requirements for music eg. band set up or technology
- Times for florists, photographers, caterers etc to drop off/pick up items

You are most welcome to contact our Wedding Coordinator via the church office on 9489 3278 or at [weddings@wahroonga.church](mailto:weddings@wahroonga.church) to ask any questions that may not have been covered in this booklet.

## YOUR MINISTER

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Normally the Minister conducting the service will be one of the ministers at Wahroonga Anglican. However in some cases the Senior Minister will approve a minister from another church to conduct the service. Please raise this as soon as possible to avoid disappointment. If your minister is not Anglican we will need a copy of your church's Certificate of Currency indicating that the insurance covers your wedding ceremony (including any rehearsal) at Wahroonga Anglican.

You will be required to book in a series of meetings with the Minister conducting the wedding service to prepare wedding documents, participate in the marriage preparation course and discuss the wedding ceremony.



# Our Fees

## STANDARD PACKAGE

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The fee for a wedding at Water Street is \$1500, and Pearces Corner is \$1200.

This includes:

- Booking fee of \$50 (non refundable)
- Use of the premises for a 4 hour period on the wedding day, and a 1 hour period for the rehearsal
- Services of our Verger/ Sound Desk Operator for a 4 hour period on the wedding day and a 1 hour period for the rehearsal
- A refundable bond of \$200, provided that there is no damage and that all areas are left clean and tidy
- Marriage Preparation Course

*The balance is due one month prior to the wedding.*

## ADDITIONAL EXTRAS

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We offer the following optional extras:

- Hall Hire - \$40ph
- Additional time - this includes time required for setting/packing up and/or morning or afternoon refreshments - \$80 ph
- Kitchen hire for refreshments - \$40ph

## BOOKING FORM

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If you wish to proceed with a booking please complete the:

***Request to Use Wahroonga Anglican Facilities Form***

At this time, the availability of your proposed date will be confirmed, and a \$50 non-fundable booking fee will be payable.



# FAQs

*What days of the week can we get married?*

Most weddings occur on a Saturday. Other times may be arranged pending availability of the premises. We are unable to accommodate weddings on Sundays.

*Is parking available?*

There are a limited number of car spaces in the church carpark including disabled spaces. There is ample street parking in the surrounding streets.

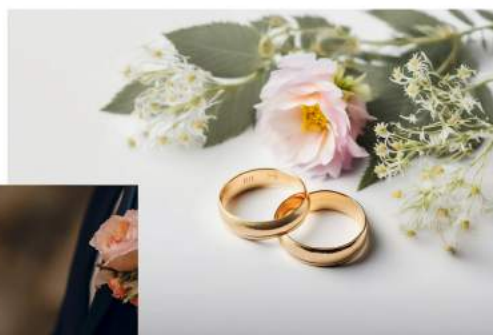
*What is a Verger?*

A Verger is a church-appointed person who will open the church on the day, assist the minister conducting the wedding and ensure that everything runs smoothly. They will also operate the sound desk, and double check that everything is turned off and locked on your departure from the premises.

*Can we decorate the church?*

You may use your own flower arrangements to decorate the church, and flower stands are available for use. Please arrange a time with the Wedding Co-ordinator prior to arranging the flowers in the church and remove them at the conclusion of the wedding.

The pews along the centre aisle may be decorated with ribbons or flowers providing nothing is used to adhere the decorations to the wooden pews (including BluTak, Sellotape, drawing pins or nails). Please remove these at the conclusion of the wedding.



*Can we take photographs or videos during the service?*

This is entirely up to you. However, those responsible for photography should speak to the officiating minister prior to the service to ensure there is a clear understanding between them.

*Can we have our own organist or band?*

Yes you can! Please discuss your band's requirements with the Wedding Co-ordinator. Only the vergers or a qualified person approved by the Senior Minister can operate the sound system. Wahroonga Anglican may be able to arrange for one of our church organists to play for your wedding for an additional fee. Your band will need to bring their own musical instruments.

*Can we use confetti?*

Unfortunately we cannot allow the throwing of confetti or rice both inside the church building and within church grounds. Bubbles have proved to be a popular substitute and they may be blown outside the church building.

*Can we use the church foyer and hall for an afternoon tea after the service?*

Due to the open plan nature of the building at Water Street the hire of the foyer is included in the hire of the premises for the wedding. (The hall is a separate building at Pearces Corner). The hire of the premises for the wedding is for a 4 hour period including setup, packup and cleaning up time. Your time will start one hour prior to your wedding time. Additional time and space e.g. the Hall, need to be booked for an extra fee (see Fees section) if you wish to include an afternoon tea. The church premises is strictly alcohol free, and smoking is not permitted in the buildings. Food and drinks are not permitted in the church. Animals (with the exception of Guide Dogs) are not permitted. We request that our church crockery, cutlery, cooking utensils, pots, pans and oven trays, tea towels, table cloths, garbage bags and any food items e.g. milk not be used.



### *What is the role of the "responsible person" on the day?*

On the Wahroonga Anglican Booking Form there is a space to nominate a responsible person and to include their contact details. This person will ensure that these conditions are met as well as report any breakages or damage that may have occurred during the premises hire. The hirer is responsible for the cost of replacement or cost of repairs (normal wear and tear excepted).

### *Is our event covered by Wahroonga Anglican's Insurance?*

Groups that are external to Wahroonga Anglican are required by the Diocese to arrange their own public liability insurance and to sign a Licence Agreement for the use of church facilities for the event.

### *What is included in the hiring of the facilities for refreshments?*

- The Kitchen, the foyer and access to toilets
- Instant hot water in the kitchen
- Refrigerator
- Microwave oven
- Gas hot plates and gas oven
- Teapot, hot water pot
- Trestle tables and chairs
- Washing up items and detergent
- Commercial dishwasher

