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PO Box 65299 Mairangi Bay 0754

**Minister:** Rev. Dr Tokerau Joseph  
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**Parish Office:** Ph 09 478 6180  
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[www.bayspresbyterian.org.nz](http://www.bayspresbyterian.org.nz)

## Mairangi & Castor Bays Presbyterian Church

### WEDDING INFORMATION

This Church building is the worship centre of our faith community. We are very pleased that you are thinking of having your wedding service here. We are happy to welcome you to share our sanctuary on your special day. You are invited to join us and attend Church any Sunday morning at 10.00am.

*Below are items for you to consider as you plan for your big day:*

#### **Church -**

The church seats 100 to 150 people, and is equipped with an excellent sound and projector system and an organ and piano.

#### **Music -**

Our organist or pianist can be engaged for your wedding if you so desire.

#### **Sound & Computer Projector system -**

The projector runs through our computer system and can show pictures or videos that you preload onto a USB stick drive. The sound system plays your choice of music on CDs, iPod/MP3's, or you may wish for other music - such as a soloist, instrumentalist, or group - which can be discussed with the sound team also for use of the microphone & speaker system. Our projector & sound systems will be run for you by one of our experienced team.

#### **Hall & kitchen -**

After the ceremony you may wish to use the Hall & kitchen, which is suitable for anything from light refreshments before moving to another venue, to having a full catered reception. The Hall has tables and chairs available to seat approx. 100 guests formally, or can accommodate more if you are having an informal gathering. The kitchen has crockery and cutlery with 3 ovens and a commercial dishwasher making it suitable for both those wishing to self cater and those wishing to hire an outside catering company. The Lounge adjacent to the Hall can also be hired separately.

## SET FEES (Inclusive of GST)

**\$175 - Church hire** - There is no charge for those whose family is a confirmed active member in the life of the Mairangi & Castor Bays Presbyterian Church Parish. Note; This fee includes the cost of the rehearsal, and with access to the church from one hour before and one hour after the booked time of the ceremony.

**\$460 - Minister's Wedding Service Fee** (Mairangi Castor Bays Presbyterian Church Minister) **OR**

**\$300** - Wedding Service Administration Fee for those choosing to use a guest Minister. Upon request, it may be possible for guest clergy to officiate however your Minister must be pre-approved by our MCBCP Minister before your booking is accepted.

### Music:

**\$145** - Organ & Organist (if required)

**\$120** - Piano & Pianist (if required)

**\$50** - Organ with your Organist

**\$25** - Piano with your Pianist

You are welcome to arrange your own musicians after consultation & approval with the Minister of Mairangi & Castor Bays Presbyterian Church.

### Sound system and Computer Data Projector

**\$165** - Projector & Sound services

**\$145** - Sound services only

The sound system and computer projector in the Church are only available for hire with a church provided operator. Please ensure your file is in a ready to go in a 'click and start' one file presentation eg PowerPoint.

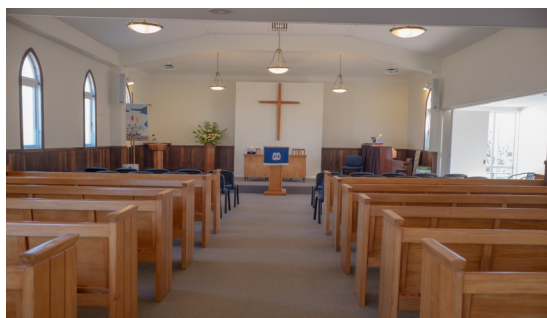
This charge covers the time of your Church service only.

### Reception Hall & Kitchen hire

**\$300** - Morning, afternoon or evening hire. Allow time for set up and cleaning. If you require longer please enquire with the office.

**Rehearsal: Usually the day before the Wedding.** One rehearsal, (no longer than 1.5 hours) is included in these fees. This time includes placing any decorations in the church. You are welcome to decorate the ends of the pews by tying any decorations on and removing them after the wedding. **Rehearsal** with the Sound & Projector operator will be an **additional \$105 operator fee.**

**\$100 / \$200 Bond** - this depends on a part or full day hire & will be refunded into your bank account after your wedding as long as the premises have been left clean, tidy, undamaged, rubbish removed & the key returned.



There is a **Booking Fee** of \$100 (non-refundable) which must be paid within one month of making your booking. The invoice will be generated dependent upon services you request. The remaining invoice must be paid at least ONE month before the date of your wedding. The booking fee once your booking is accepted becomes your Bond or part there of.

### **Floral Decorations:**

You are responsible for your own flower arrangements. *Please leave at least one arrangement up front in the Church for the Sunday service as there will be no time for our florist to come in after your wedding and decorate the church for Sunday.*

### **Photography:**

Cameras, phone cameras & videos may be discreetly used.

### **Candles:**

If you wish to use candles in your service, or as a decoration, this is permissible only in the sanctuary area of the church. No candles are to be lit in the main body of the church (a fire safety regulation).

### **Confetti:**

NO confetti please in the Church, or in the Church grounds. No rose petals in the Church please - but these are perfectly acceptable outside on the steps, or in the grounds.

### **Parking:**

There is parking for about 25 cars in the Church grounds.

There are many people using the Mairangi & Castor Bay Presbyterian Church premises and there may well be another wedding or function immediately before or after yours on the day you have chosen. With this in mind, we ask that you respect & adhere to the time you have booked for your wedding.

***You will be offered many choices in the content of planning your service.***

***This is your wedding, make it yours and enjoy it.***

***We wish you all the best as you plan for this exciting occasion.***



## Mairangi & Castor Bays Presbyterian Church Wedding Booking Form

Church Office Ph 478 6180 email office@bayspc.nz Rev. Dr Tokerau Joseph

Please return this form with your deposit payment of \$100 (non-refundable) so we can confirm your booking. The booking will not be confirmed until our Minister has agreed and your deposit is received. An email will be sent to confirm your booking. Please pay into to the church account 12-3042-0002489-00 & use your names as a booking reference.

We wish to make a booking at Mairangi & Castor Bays Presbyterian Church for our wedding.

**Date:** \_\_\_\_\_ **Time of day:** \_\_\_\_\_

**Bride's name:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

**Groom's Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

**Expected number of guests:** \_\_\_\_\_

Organ/Piano required: Yes/No (please circle one)

Organist/Pianist needed? Yes / No

Sound system required: Yes/No

Data Projector and sound required Yes/No

Plans for flowers and decorations to be advised

Hall & Kitchen required for reception: Yes/No

**REQUEST TO USE A GUEST MINISTER\*\* Name & Church of Minister:**

Note: If you are requesting to use a guest minister you are not required to pay your deposit until your booking is approved by the Minister of Mairangi Presbyterian Church. Once approval has been given you can make your deposit to secure your booking.

A separate booklet "Rules of Use" will be sent with your booking confirmation. When we know the extent of the facilities that you wish to use and the length of time involved we will be able to invoice you for the charges that will apply.

Payment: \$100 (incl of GST) to accompany booking form.

**NB: you will be recalled to clean up and incur a \$100 Cleaning penalty if the Premises are not left clean & tidy with**

**Balance to be paid 4 weeks before rehearsal. Date Full Payment Due :**

**Office use only:** \_\_\_\_\_ **Date Deposit made:** \_\_\_\_\_

Date Bond refunded: \_\_\_\_\_

*Once the booking is confirmed any changes must be advised to the Church Office in writing, and changes to the booked times must be cleared in advance.*