

# TOORAK UNITING CHURCH WEDDING INFORMATION



# WEDDING INFORMATION GUIDELINES

## *Where Do You Start?*

### Reserving the Church

It is very important to book the church as early as possible to ensure the availability of the date and time you require. You can make a tentative booking by ringing the office, Monday to Friday between 9.30am and 4pm, and the space will be held for 1 month. The booking will be confirmed with a \$500.00 non-refundable deposit on receipt of the completed booking form. This deposit will be deducted from the balance of the fees which is payable 4 weeks prior to your wedding. *Payment of the deposit indicates agreement and acceptance of the conditions in this document.* The Church is not available for weddings on Good Friday and Easter Sunday. On Sundays the Church is available for weddings after 12.30pm.

### What is the cost?

A wedding at Toorak Uniting Church costs \$2,700.00. This includes:

- The minister
- Use of church and inclusions (vases, flower pedestals, cross, candelabra etc)
- Organist
- Church Officer
- Administration costs including documentation and lodging of forms

A surcharge applies for:

- public holidays
- services of more than 1.25 hours
- wedding rehearsal after 4:00pm weekdays or on weekends (unless arranged by our minister)
- wedding rehearsal of more than 1.25 hours

The cost of weddings at TUC is a package - should you decide not to use some part of what we offer, the cost of the wedding will not change.

### Church Opening Times

The church is open Monday to Friday from 9.00am – 4.00pm.

Sunday services are at 9.00am and 10.15am.

The Office is open Monday to Friday from 9.30am – 4.00pm.

**NO FOOD OR DRINKS may be brought into the Church.** (Bottled water for the wedding party is acceptable.)

### Flowers

Toorak Uniting Church does not provide flowers. There are florists in the area that we can recommend. We can provide four white vases all in the shape of an urn and also pedestals. If your wedding is on a Friday or Saturday, we would appreciate you leaving one arrangement of flowers in the church for the Sunday service.

### Confetti

No confetti, rice or rose petals may be thrown inside the Church. Flower petals may be thrown outside on church grounds, however no confetti or rice anywhere.

### Photographs and Videos

No flash photos or video lighting allowed during the wedding service. They can be taken during the entry and exit processions and during the signing of the marriage register. Photographers must respect the nature of the service and abide by the minister's instructions regarding access and movement in the church.

### **Church Pews**

Pews may not be moved from their set position. Other items of furniture may not be brought into the Church without the Minister or Church Officer's approval.

### **Processing**

The central aisle is approximately 14 metres long. The distance from the front porch to the central aisle is approximately 4.5 metres. This information is to aid the wedding party to approximate the time it will take to cover the distance from door to the front of the church.

### **December weddings**

Please understand that Christmas is one of the two most important events in the Christian calendar. Toorak Uniting will have Christmas decorations in the church for the period covering Advent and Christmas until about a week after the New Year. These decorations reflect that we are a Christian community, and they may not be removed for weddings.

### **Parking**

There is parking for up to 4 wedding party cars in the Church grounds. Special arrangements can be made for people with disabilities. There is ample parking on Toorak Road and on the side streets.

## ***Your Next Step***

### **After confirming the booking**

A meeting will need to be arranged with the officiating minister to discuss details of your marriage ceremony, complete legal paperwork and organise the rehearsal. The Notice of Intended Marriage form needs to be completed no more than 6 months and no later than 32 days before your wedding. If there is any change of address after the form has been completed, please notify the office. There are usually three interviews with the Minister, the last being the wedding rehearsal.

### **Documents to be brought to the initial interview**

**Birth certificate (or extract) original.**

**Overseas passport if no birth certificate.**

**Relevant divorce or death certificates if applicable, originals only.**

### **Hymns and Music**

This will be discussed with the Minister at your initial interview. Our Music Director, Jennifer Chou is available for consultations if you have a particular piece of music you would like played at your wedding. She can also arrange for a soloist to sing if required. This incurs a separate fee.

### **Marriage Service**

Some variation in the content of the Service may be allowed. However, free reign to drastically alter the service is not allowed. Alternative forms of the vows for example, can be provided by you with the Minister's approval.

### **Rehearsals**

To ensure the wedding ceremony goes as smoothly as possible, it is important that all participants of the wedding party become familiar with their roles and responsibilities. The date and time will be arranged by the Minister at one of your interviews and this is usually 2 days before the ceremony.

If you would like any further information regarding your wedding ceremony, please feel free to contact us, Catriona De Vere and Betsy Syme during office hours: ph 9829 0300 or email [office@toorakuc.org.au](mailto:office@toorakuc.org.au).



*Toorak Uniting Church*  
*Wedding Party Dance Classes*  
**Make your wedding dance a memorable  
highlight of your wedding  
celebration.**

Toorak Uniting Church has dance classes available for the wedding party where the wedding couple and their attendants can perfect the special dance of their choice.

Under the guidance of a professional, experienced dance teacher Rhonda Tellis, the wedding party can learn and practice in a relaxed and private atmosphere.

For further information contact Lin Cooper on 0408310714, leave a message on 98290301 or email [dc@toorakuc.org.au](mailto:dc@toorakuc.org.au)