
TERMS AND CONDITIONS

St. Andrew's Scots Kirk, Colombo, Sri Lanka

1. It is agreed that the terms set out in this booking form is the total agreement made between the parties and that no variation or modification of this booking shall be effective unless agreed by both parties in writing.
2. **Letter of approval**
If you are not a regular worshipper at St. Andrew's then a letter from the Minister of your home church stating no objection to the marriage ceremony being held at St. Andrew's Scots Kirk is required to confirm the booking.
3. **Church Availability**
Monday to Saturday 8.00 am - 9.30 pm
4. **Rehearsal**
A date for the Rehearsal must be reserved at the time of your booking. A time frame of **one hour** is allocated for your rehearsal. Please ensure your rehearsal starts and ends on time as delay beyond the allocated time may result in the retention of the refundable deposit. Please note that there will be no Rehearsal time allocated for a Blessing of a Civil Marriage. The Minister will be happy to run through the order with you during your interview.
5. **Music**
Please refer to the 'Wedding Music Policy' on the previous page
6. **Decorations**
Access to the church for decoration may be possible on the day of the wedding by arrangement with the Church Officer. Any decoration already placed by the church shall not be removed. Any decoration introduced must be by prior arrangement with and at the discretion of the Church Officer. **No flowers are to be placed on the Communion Table.** The use of anything such as thumb tacks, nails and sticky tape which may cause damage to church furniture is not permitted. If damage has been caused the refundable deposit will be retained towards defraying the cost of the damage. Couples should also note that if the cost of the damage caused is more than the refundable deposit they will need to bear the balance cost.
7. **Duration of Weddings**
All weddings must start on time with the ceremony lasting no longer than one hour.
8. **Photography**
Photographers are welcome. Please have them arrive early and be introduced to the Minister. They will be briefed on where to stand to minimize any intrusion in order to respect the worshipful nature of the service
9. **Parking**
Bridal cars may draw up directly in front of the West Door. Parking inside the Church premises is limited to 60 cars on a Saturday and 6 cars for the Bridal parties on a weekday. It is therefore highly recommended that your guests are advised of alternative parking arrangements. 6 Car Park Passes will be handed over to you at the time of your booking.
10. **Confetti**
Confetti, rose petals or rice either inside the Church or outside in the Church forecourt is prohibited.
11. **Church Grounds**
No liquor shall be consumed inside or in the grounds of the church. No amplified music is allowed after 9 pm. The church grounds are to be vacated by 9.30 pm.
12. **Cancellation**
The wedding party may cancel this booking at any time by both parties giving written notice to St. Andrew's Scots Kirk, but in doing so shall forfeit any monies paid if the cancellation is received less than 30 days prior to the wedding.
13. **Clean up**
If you are using the Church for your service or the Church grounds for your reception then trash is to be picked up and disposed of outside St. Andrew's by the wedding party. There is no dumpster at St. Andrew's. Clean up must be completed immediately following the ceremony, nothing can be stored in or on St. Andrew's premises. The reception must be completely finished, guests and wedding party departed, and clean up completed no later than the time allotted under "Church Availability". If the premises are left in an unacceptable state, this may result in the retention of the refundable deposit.
14. **Marquees**
Any Marquees set up in the Church ground must be taken down the same evening or before 9.00am the following day.