

## WEDDING BOOKING FORM

Please complete as many sections as you are able to. Detail can be added later

**Note: Your wedding date cannot confirmed until this completed form has been returned to the Parish Administrator and your ID check has been completed and your deposit received.**

<b>CHURCH</b>	<b>Name</b>			
	<b>Place</b>			
<b>FULL NAME OF GROOM (a)</b>				
<b>FULL NAME OF BRIDE (a)</b>				
<b>Date of wedding</b>				
<b>Time of wedding (if known)</b>				
	<b>GROOM</b>		<b>BRIDE</b>	
Full Address - including postcode				
Contact Number				
Email Address				
Years / months lived at the above address				
Previous address if less than one year at the given address				
Date of Birth				
Age at Wedding				
Nationality				
Place of birth				
ID (office only) (b)				
Marital Status - Please circle or highlight the most appropriate one If you have had a previous marriage dissolved, the officiating priest will need to see a copy of your decree absolute.	Single (not previously married)	Widower	Single (not previously married)	Widow
	Previous civil partnership dissolved (c)	Previous marriage dissolved	Previous civil partnership dissolved (c)	Previous marriage dissolved
Place of baptism				
Are you in any way related to each other				
Occupation				

Qualifying connection to the parish See notes (d) Please specify eg live in parish etc		
Mother / Father / Parents name, surname and occupation		
Do you require bells? These are optional and cost £160.00.		

## Wedding Ceremony Details

You may wish to complete the sections below at a later date.

Do you want?	Organ	Bells	Choir	Video
Hymns – usually 2 or 3				
Music during the service	Entrance Register Exit			
Bible reading				
Names of Witnesses	1. 2.			
Bestman				
Bridesmaids / Pageboys	How many and ages			
Ushers	How many? Ages			
Approximate numbers attending				
Rings	How many?			
Will you be providing Orders of Service				
Banns – this section will be completed at a later date	1. Parish of wedding 2. Groom's parish 3. Bride's parish			

**Please note that if your contact details change between booking the wedding and arranging your wedding planning meeting it is your responsibility to let the Parish Administrator know.**

To the best of my belief the answers to the above questions are correct. I agree to the use of the information on this form as described under data protection.

Bride .....

Date .....

Groom .....

Date .....

Please return to: Sleaford Parish Office  
Market Place, SLEAFORD, NG34 8QR, Tel: 01529 413607 / office.stdenys1@btconnect.com

## NOTES

- (a) Please give the name that is shown on your birth certificate / passport. If you are known by a shortened version of your name you must still put your full name. For example if your name is Thomas but you are known as Tom you must put Thomas as this is your legal name.
- (b) To comply with current legislation, we need to hold on file proof of nationality of both the bride and groom. You will be asked for this once you have returned your form. A list of suitable documents will be provided.
- (c) A civil partnership refers to 'a legally recognised union of a same-sex couple with rights similar to those of marriage'.
- (d) **Qualifying connection**  
In order to be married in a particular church you must be able to establish what is known as a qualifying connection with that parish.
- has at any time lived in the parish for a period of at least 6 months, or
  - was baptised (christened) in the parish concerned, or
  - is confirmed and your confirmation was entered in the register of confirmations for a church or chapel in the parish (this will usually be the case if you were prepared for confirmation in the parish), or
  - has at any time regularly gone to normal church services in the parish church for a period of at least 6 months
- or
- That one of your parents, at any time after you were born:
- has lived in the parish for a period of at least 6 months, or
  - has regularly gone to normal church services in the parish church for a period of at least 6 months
- or
- That one of your parents or grandparents:
- was married in the parish

### Wedding Fees

The Wedding Fees are payable 28 days before the service. An invoice will be issued and sent, usually by email.

Please make payment by online transfer, if possible, and let the Parish Office know when you have done so.

St Denys PCC

Sort code 40-42-07

Account Number 00724521

Cost of wedding service £480

Publication of banns £32

Certificate of banns (if required) £16

Verger £40

Heating (between beginning of October until the end of March) - £25

Organist £100

Bells £160

Choir £120

Video £50

Further information about your church of England wedding may be found by visiting:

**<https://www.churchofengland.org/life-events/your-church-wedding>**

#### DATA PROTECTION

Data – Your data is collected and stored according to the St Denys Data Privacy Notice which can be viewed on the church website [www.sleafordparishchurch.co.uk](http://www.sleafordparishchurch.co.uk).

At the time of booking your wedding you will be asked to complete the application form and bring to the Parish Office your passport / ID and other required documentation, which may be copied and filed.

Any information you supply will be held securely either as a digital or hard copy and destroyed after a period of three years.

We are required by law to submit the details of the wedding to the Lincoln Registry Office.