

Are you looking for a venue for your wedding, these are the requirements and charges for using Royal Oak Seventh-day Adventist Church at 48 Mt Smart Road, Royal Oak.

If you would like to request use of our Church, please email me at [desireeo@xtra.co.nz](mailto:desireeo@xtra.co.nz)

- 1 A letter of standing of the couple from the Pastor of your home church is to be sent to the Royal Oak Church Pastor.
- 2 The name of the Pastor responsible for pre-marital counselling to be advised.
- 3 A letter from the Pastor responsible for pre-marital counselling to advise of this counselling.
- 4 The name of officiating Pastor at Wedding to be advised.
- 5 No pins, cellotape or Blu Tak are to be used on pews or any other article of Church furniture.
- 6 No articles at all are to be placed on either organ or piano, this includes flowers, candles etc.
- 7 No confetti, rice or rose petals or buds to be thrown in the church or the grounds.
- 8 No chewing gum is to be used in the church.
- 9 The church is to be opened and locked by a Deacon or Deaconess who must be present at all times.
- 10 No furnishings are to be moved or removed without the supervision of the Deacon in charge.
- 11 The name of the musician/s at the wedding must be submitted to the Church Board for approval.
- 12 Hire of the Church is for 1 practice at 2 hours maximum and opening of the Church 1 hour prior to the Wedding Ceremony.
- 13 Reverent and discrete use of video, cameras and instruments as approved in dialogue with Senior Deaconess.
- 14 There will be no smoking or alcohol allowed on the premises.
- 15 Parental supervision of children at all times during practice and Wedding.

We also wish to point out that a refundable deposit of \$500 plus a fee of \$300 plus GST – total of \$837.50 to be paid before the wedding takes place. (If paying by cheque, please write 2 separate cheques, one for the deposit and one for the fee of \$337.50) The deposit will be returned after repairs have been made if necessary.