



# ST JAMES CROYDON

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## St James Croydon Weddings

2 Highbury Street, Croydon NSW 2132 | **UPDATED:** May 2022

Congratulations on your engagement! We hope all your plans leading up to your big day are coming together. Below is some information and procedures for using St James Croydon as the location for your wedding.

### OUR CONTACT DETAILS

Church office hours: 9 a.m - 5 p.m.

(except Wednesdays and weekends)

Telephone: **02 9798 6102**

Email: **office@stjamescroydon.org.au**

Web: [stjamescroydon.org.au](http://stjamescroydon.org.au)

Address: 2 Highbury Street, Croydon NSW 2132

### MAKING A BOOKING

To make a booking you will need to contact the office. We will check your date and make a tentative booking. We encourage you to come visit the site before committing to a booking. We do not normally book weddings for Sundays.

### CELEBRANT

Most weddings at St James are conducted by one of our ministers. If you would like to include a different minister in the service, contact the office to discuss this with our senior minister.

### CAPACITY

The Church can comfortably seat 210 (The pews can accommodate more than this if people sit closer together.)

The Church Hall can comfortably accommodate:

- 120 for seated meal functions
- 200 (standing) for finger food functions

### EQUIPMENT

The church has a built in sound system operated by one of our 'sound guys' with the capacity for music to be played off USB/device, played by a band or on the organ. If you have a band they will need to bring their own instruments. A key board and drums are available if requested.

The hall has tables and chairs that are available for use. It does not have a sound system. The kitchen has cooking utensils and crockery available.

You will need to provide your own decorations for the Church and hall.

### REHEARSAL

The church is made available for rehearsal, normally on the Thursday immediately before Saturday weddings, from 5pm till 7pm

### SET UP AND PACK UP.

Depending on the needs of your wedding set up and pack up are negotiated to fit around the other groups that use our site. Most notably Youth Group on Friday nights and Church services on Sunday Morning. The site is generally inaccessible until after 10pm on School Term Friday Nights. Sometimes arrangements can be made to cater for earlier entry if our Youth and Childrens' Programs allow. Someone will be available to open up for you to set up or if appropriate keys will be provided.

### COSTINGS

The following charges are made to cover costs

- Use of church building: \$850 (GST inc.)
- Sound desk operator: \$150 (GST exc.)
- Verger: \$150 (GST exc.)
- Use of church hall and kitchen: \$400 (GST inc.)

### PAYMENT

Once your booking has been confirmed with the church office payment is to be made into the church account prior to the function.

Name: St James Church Croydon

BSB: 032 060

Account number: 810044

### ST JAMES CROYDON CONDITIONS OF HIRE

1. **No smoking** in or around the buildings.
2. **No alcohol** on church grounds
3. No furniture (tables, chairs, etc.) to be taken outside or removed from the buildings.
4. Evening functions to be **finishing by 11.00pm**.

#### If the kitchen is used:

1. Remove all food and rubbish, and place in plastic garbage bags in the bins outside.
2. Wipe down all bench tops, stove and sink.
3. Rinse and wring out cloths and hang out to dry.
4. Wash all crockery and cutlery used, and put all items used in their correct positions.
5. Check fridge – don't leave milk or left over food.

#### Prior to leaving:

1. Return tables and chairs to where you found them.
2. **Make sure nothing is left behind in the building.**
3. Sweep non-carpeted floors (including kitchen).
4. Check floors for any wet or sticky spots (including carpets) and sponge.
5. Turn off all heaters, fans, stoves/ovens, dishwasher.
6. Turn off all interior lights.
7. Make sure all doors are closed securely.
8. Return Key either to the office staff or into the locked church letter box on Highbury St.



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## St James Croydon Wedding Booking

2 Highbury Street, Croydon NSW 2132

Name: \_\_\_\_\_

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

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

Date of Wedding: \_\_\_\_\_ Start Time: \_\_\_\_\_ Finish Time: \_\_\_\_\_

We wish to use the following buildings:  Church  Grounds  Hall and Kitchen

We plan on using:  Recorded Music (provided on USB or Ipod)  Live musicians  Both

We would like early access to decorate the church:  Yes  No

Approx number attending: \_\_\_\_\_

Celebrant details:

Name: \_\_\_\_\_

Church/Organisation: \_\_\_\_\_

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

Contact details for day of wedding (not the bride or groom):

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

- I have read the "Conditions of Hire" and agree to be bound by them. I am over 20 years of age. (Proof of age may be required.)
- I acknowledge and agree that I am liable for any and all damage to person or property which is sustained upon or to the property or any persons using the property pursuant to this agreement.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE** Total Fee Due: \_\_\_\_\_ Paid: \_\_\_\_\_