

WEDDINGS AT KOWLOON UNION CHURCH

General Information

1. WELCOME

Kowloon Union Church (KUC) is an international and ecumenical church. All are welcome to use its facilities.

2. AUTHORIZATION

KUC is licensed for the celebration of marriages.

3. BOOKING

We accept bookings up to twelve months prior to the wedding date. To reserve, your application form should be emailed to the church, along with a copy of baptism certificate of at least one candidate, and a recommendation letter from your church if available.

4. MARRIAGE LICENCE

The couple must go to the Hong Kong Marriage Registry to obtain a "Certificate of Registrar of Marriages." That process will take about seventeen days. Please note that the marriage must take place within three months after issuance. When the registrar's certificate has been issued, the couple should deliver it to the KUC office as soon as possible, but not later than three weeks prior to the wedding, to allow for preparation of the marriage certificate.

5. OFFICIATING MINISTER

KUC provides a minister to officiate at the wedding ceremony.

6. THE ORDER OF WEDDING SERVICE

The celebration of the wedding is a solemn ceremony. In order to ensure the marriage sacrament is properly executed, and also to satisfy legal requirements, the order of service for the wedding ceremony must be consistent with KUC's prescribed order. Submit a copy of your marriage service order to our office not later than two months before the wedding.

7. PRE-MARITAL ARRANGEMENT

Marriage is an important rite of passage, as the couple start a new phrase of life together. The couple is required to come to the church for an interview with our minister before their application is confirmed. In addition, a pre-marital group briefing session is arranged by KUC for couples, sharing the meaning of Christian marriage, and Service Order of the wedding ceremony.

Besides, we expect that a couple will arrange some sessions of pre-marital counseling with their own minister and/or professional counselors in the field.

8. REHEARSAL

One to two weeks prior to the wedding. You will have a maximum of one-hour rehearsal time. We normally arrange the rehearsals in these time slots:

Tuesdays: 7–8 p.m. ; 8–9 p.m.

Thursdays: 7–8 p.m. ; 8–9 p.m.

9. FEES

Saturday & Sunday: HK\$15,000

Public holiday: HK\$15,000

This covers:

(a) Church rental

(b) Minister officiating at the wedding ceremony

(c) Sanctuary decoration

(d) Use of facilities, including piano & sound systems.

Full payment is required once the booking is confirmed.

10. RECEPTION

Fellowship hall is available for beverages and snacks at an additional fee of HK\$2,000.

The Church does not provide anything other than the room, tables and chairs.

11. CANCELLATIONS

Seventy-five percent of the payment will be refunded if cancellation notice is given more than six months in advance. There will be no refund if cancellation is done less than six months in advance. Please notify the church as early as possible in writing.

12. AVAILABLE TIMES FOR SERVICES

Saturdays: 10 a.m.–1 p.m. ; 2 p.m.–5 p.m.

Sundays: 2 p.m.–5 p.m.

Public holidays : 10 a.m.–1 p.m. ; 2 p.m.–5 p.m.

13. FLOWERS AND DECORATION

The Church will provide basic decorations in the sanctuary and reception hall.

The church has a red carpet. The Bulletin Boards in the entrance area and in the fellowship hall may *not* be used for decoration.

The Church furniture may not be moved. You may provide fresh flowers for a bridal bouquet, and for the reception table and altar.

14. PHOTOGRAPY

- *Official photographers* may take pictures during and after the service if done discreetly. Photographers have a responsibility to ensure that the service proceeds in a dignified and solemn manner. There should be no disruption or distraction. In particular, the taking of photographs during homily and prayers is discouraged.
- It is suggested that *ordinary guests* not take photographs during the service.
- A video may be taken of the whole ceremony.

15. SOUND SYSTEM

Our speakers are preset at a precise alignment for optimum performance. Please do *not* adjust or tamper with them.

16. PARKING

Although there is a 'drop-off' area outside the church building, parking is not otherwise available at KUC. Please use the public car parks on Tak Hing Street or Austin Road, or the Yau Ma Tei public car park.

17. BRIDAL ROOM

The bride may use the conference room on the ground floor as a dressing room. Should you need a room key, please contact our staff. A deposit of HK\$100 is required for the key. You may get it back when you return the key to our staff immediately after the wedding.

18. SEATING CAPACITY

There are 148 seats, plus 8 seats in the altar area.

19. CLEANINESS

No flowers, petals, paper or rice may be thrown, nor may anything be expelled from cans.

No eating and drinking in the sanctuary. Smoking is not allowed anywhere in the church premises.

20. BAD WEATHER ARRANGEMENTS

- The church will remain closed whenever the Typhoon Signal Number 8 or Black Rainstorm Warning is hoisted. If a wedding cannot be held for this reason, we will make every effort to reschedule it at a time convenient for the couple.
- The church will reopen two hours after the Typhoon Signal Number 8 or when any Black Rainstorm Warning has been taken down.

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