



● 63A Chartwell Drive ● Singapore 558758 ● Tel 6280 6076

Priest/Celebrant		Signature of Priest/Celebrant	
Date of Wedding Mass		Time ( <i>Mass/Service</i> )	

\*Note Saturday masses are only available at 9am or 12 Noon

**PARTICULARS OF GROOM** (*All fields are mandatory*)

Full Name		NRIC	(last 4 alphanumeric digits)
Father's Name		Mother's Name	
Religion ( <i>Circle one</i> )	Catholic / Christian / Other ( <i>please state</i> ) _____		
Address			
Email		Contact No.	

**PARTICULARS OF BRIDE** (*All fields are mandatory*)

Full Name		NRIC	(last 4 alphanumeric digits)
Father's Name		Mother's Name	
Religion ( <i>Circle one</i> )	Catholic / Christian / Other ( <i>please state</i> ) _____		
Address			
Email		Contact No.	

**Note to Applicant**

- Please ensure that you have seen a priest and you are eligible for a sacramental wedding before you submit this form to the parish office for your wedding Mass / Service booking.
- A contribution of \$500 to be paid to the Church to help defray maintenance costs. Administration charge of \$50.00 for cancellation once booking is confirmed.
- The Church will be opened One (1) hour before the booked time for any decoration to be done.

**IMPORTANT PDPA NOTICE**

The Church of St Francis Xavier ("the Church") safeguards all personal data collected through any ministry, parish, commission, or activity, in accordance with the Singapore Personal Data Protection Act 2012 ("PDPA").

In compliance with the PDPA and by signing this form, I agree and consent:

- The collection, storage, retention, adaptation, modification, reading, retrieval, use, transmission, blocking, erasure or destruction ("Processing") of the personal data provided by me in this Form ("Personal Data").
- The church entity transferring my Personal Data to other church entities within the Catholic Archdiocese of Singapore for the purpose of providing services to enrich my marriage.

(continue next page)

**UNDERTAKING**

I acknowledge and agree to the above Terms and the PDPA notice. We understand that this booking is tentative only and that a confirmation of this booking will only be firm after we have made the full payment to the Church of St Francis Xavier and that the Church reserves the right to withdraw this booking due to prior circumstances.

GROOM		BRIDE	
Name		Name	
Signature		Signature	
Date		Date	

Herewith is our contribution to the church for our wedding:

Amount \$ \_\_\_\_\_

**Payment via** (please (✓) accordingly)

Cash       Paynow       Cheque No. \_\_\_\_\_ Bank \_\_\_\_\_ Dated \_\_\_\_\_

Paynow | UEN: **T08CC4033J** | Entity: **Church of St Francis Xavier**

**FOR OFFICIAL USE**

Received From		Amount (\$)	
Receipt No.		Payment Mode	Cash / Cheque / Paynow <small>(delete accordingly)</small>
Attended by		Date	

RBS Updated by & Date :

If via Paynow, please request a screen print of the successful transaction to be emailed to:  
 secretariat@sfxchurch.sg OR audrey.foo@sfxchurch.sg.  
 All modes of payment will be issued with a receipt.



**PARTICULARS OF APPLICANT**

Name			
Address			
Home Tel		Mobile	
Email			
Date Required		Time	<input type="checkbox"/> 9am - 11.30am
Occasion			<input type="checkbox"/> 12pm - 2.30pm
\$800.00 Paid	YES / NO (delete accordingly)	<input type="checkbox"/> Cash	<input type="checkbox"/> Paynow <input type="checkbox"/> Cheque (fill below)
	Cheque No.: _____ Bank: _____ Dated: _____		
	<u>Via PayNow</u> Entity: Church of St Francis Xavier UEN: <b>T08CC4033J</b>		

**TERMS AND CONDITIONS**

1. The JPII Hall will be opened one hour before the event.
2. The JPII Hall & Plaza have a designated setup. Please see the attached floor plan for the boundaries of use (JPII Hall) and the setup.
3. Every user has the responsibility to ensure that the set inventory is kept in place and in order.
4. All tables and chairs plus equipment cannot be removed. If moved, they should be returned to their original location at the end of the day/event.
5. Bookings must be done by completing the attached form. Amount payable as stated above.
6. One month's notice must be given for any cancellation or \$300 will be forfeited.
7. Disposal of all waste must be done after the hall's usage. Caterers are to remove all trash from the church premises.
8. Do not leave leftover, raw, or cooked food in the premises.
9. All damages must be reported to the Parish Office on Level 2. If it's after office hours, please email to [secretariat@sfxchurch.sg](mailto:secretariat@sfxchurch.sg).
10. No signs/posters/banners/pictures should be hung/tacked in the premises.
11. The JPII Hall must be vacated by 11.30am or 2.30pm, depending on the time slot that has been booked.
12. No consumption of liquor/alcohol is allowed on the premises. The Applicant is responsible for the good conduct and behavior of all guests.
13. The Applicant will be liable for restoring/replacing any item that has been defaced or damaged.
14. The Church shall not be responsible for the loss of any articles or injury, or mishap sustained by the Applicant or guests whilst in the premises of the Church.
15. Applications are approved on a priority basis. However, the Church reserves the right to withdraw the booking if the Church needs the hall to host any major church event. If such an event needs to take place, a full refund will be made to the applicant.
16. St John Paul II (JPII Hall) - maximum seated capacity 150 pax. Only cocktail tables are allowed outside JPII Hall within the perimeter as outlined in attached photo. No "Live" cooking stations are allowed.
17. The Church reserves the right to substitute the booked room with another similar room if the Church needs it for an emergency event.

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In compliance with the PDPA and by signing this form, I agree and consent to the collection, receipt, processing, disclosure, storage and use of all my personal data and all such data submitted to the Church for the purpose of processing and administration of the abovementioned.

**UNDERTAKING**

I acknowledge and agree to the above terms and the PDPA notice. We understand that this booking is tentative only and that a confirmation of this booking will only be firm after we have made the full payment to the Church of St Francis Xavier and that the Church reserves the right to withdraw this booking due to prior circumstances.

<b>GROOM</b>		<b>BRIDE</b>	
Name		Name	
Signature		Signature	
Date		Date	

**FOR OFFICIAL USE**

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**STEP 1 –**

Set your wedding date and approach your presiding priest

Book your wedding date/time with the priest and confirm availability of the Church with the Parish Secretariat at least one year before your wedding date.

Complete the Wedding Booking form and submit your form to the Parish Secretariat.

- Booking for Reception in the Church at JP11 Hall. Please contact the Parish Secretariat. (Cf. "Use of Church JP11 Hall: Terms and Conditions as stated in the application form)
- No Weddings will be allowed on the following days at SFX:
  - Lent and the weekend before Christmas
  - On days of Obligation
  - The Weekend on the feast of St Francis Xavier
  - Sundays & Public Holidays (unless approved by Parish Priest)
- No throwing of Confetti, Rice Grains, Flower Petals and blowing of Soap Bubbles in the Church
- No Pets/Animals in the Church

**STEP 2 –**

Spiritual Preparation and learn Natural Family Planning (NFP) (>6 months)

- Attend either the [Marriage Preparation Course Singapore – Catholic Archdiocese of Singapore \(mpcsingapore.com\)](http://mpcsingapore.com) or (CEE <https://ceesg.org>) at least 6 months or more before your wedding
- Journey with your presiding priest
- Sign up for an NFP course at <http://naturalfamilyplanning.sg>

**STEP 3 –**

Pre-nuptial Inquiry (6 months or more)

Make an appointment with the celebrant to go through the Pre-nuptial Inquiry at least 6 months before the wedding.

**If one party is non-Catholic**, you will need to liaise with a priest more than 6 months before your wedding date.

Documents you are required to hand over to the Celebrant at the Pre-nuptial Inquiry are:

- A **recent** extract of both your Baptism Certificates (for Baptized Catholics) You need to call up the Parish where you were baptized and ask them to issue you this extract for the purpose of this marriage.
- Certificate of participation from CEE or MPC
- ROM Certificate (If you have already gone through the civil marriage at the ROM)

**STEP 4 –**

Register at ROM (0-3 months)

Inform the Registry of Marriages (ROM) of your intention to marry in this Church 3 months – 22 days prior to your wedding. Collect your certificate from ROM 3 days before the wedding and hand it over to the Parish Secretariat.

**STEP 5 –**

Wedding Rehearsal

If you choose to have a rehearsal, it will have to be on a weekday (except Friday) after the evening mass. You will only be granted one rehearsal, and the duration of the rehearsal is limited to one hour. So please be punctual. If your presiding priest choose to have the rehearsal with both of you, he will brief on timing and what to do during the ceremony. Otherwise, our sacristan will offer you some tips/instructions as a guideline.