



# THE SHRINE OF OUR LADY OF MERCY “PENROSE PARK”

## Trustees of the Pauline Fathers and Brothers

Address: 120 Hanging Rock Road, Sutton Forest NSW 2577

Postal Address: C/O Post Office, Berrima NSW 2577

Phone: (02) 4878 9192 Email: penrosepark@osppe.org.au

Website: www.penrosepark.com.au

ABN: 59 858 350 670

### Wedding Booking Form

### Memorandum of Understanding

**THIS DOCUMENT MUST BE SIGNED AND RETURNED TO THE SHRINE OFFICE OF PENROSE PARK BEFORE A CONFIRMED BOOKING CAN BE MADE.**

**Please read the following below to confirm that you accept and agree to comply with the following requirements:**

- If previously married - This topic is to be discussed with the Celebrant of the wedding. The document of Annulment granted from the Catholic Tribunal has to be presented before a confirmed booking is made.
- Completion of a pre-marriage course approved by the Catholic Church will be taken. A copy of the “Certificate of Completion”, is to be sent to the Shrine office (**email above**).
- Wedding Paperwork and a meeting with the Priest Celebrant is to be completed 3 months prior to the wedding. Outside Clergy are to liaise with the couple.
- The Ceremony will be taken from the Catholic Rite of Marriage, All readings will be from the approved Lectionary and no alteration can be made to this. (**Liturgy plans available on the website**)
- Music must be chosen from the approved list (**refer to website**). Music not specified on the list must be approved by either the Rector of the Shrine / Priest celebrant. Music must be in keeping with the dignity of the Church.
- If printing a booklet, a draft copy is to be sent (**minimum 1 month prior**) of the ceremony including music for the approval by the Rector / Celebrant. This can be done either personally or by email. Music for approval **MUST** be submitted on the official form (**refer to website**).
- The use of nails, screws or strong adhesives on walls, doors and particularly Church furniture for decorations is **PROHIBITED**.
- No Rice or confetti is to be thrown. Flower petals are acceptable only on grass or earthy areas.
- Under no circumstance is **ALCOHOL** to be consumed on the Shrine property.
- Wedding vehicles are **PROHIBITED** from doing burnouts, donuts or inappropriate manoeuvres.
- The Bride is to be punctual. Lateness of 15 minutes or more forfeits the bond.
- The bond must be claimed within 3 months of the wedding, a reminder will be sent out a week after the ceremony. After this time if the bond is unclaimed it will be taken that the couples intention is to donate the bond to the Shrine. The request for the bond is to be made in writing along with the details of the bank account the funds are to be returned to.

We hereby declare that we have read all the wedding information pertaining to the Shrine of Our Lady of Mercy, Penrose Park, and agree with all the terms and conditions aforementioned.

Bridegrooms signature: \_\_\_\_\_ Brides signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

#### Office Use Only:

Application received: \_\_\_\_/\_\_\_\_/\_\_\_\_ Payment received: \_\_\_\_/\_\_\_\_/\_\_\_\_ Booking confirmed on: \_\_\_\_/\_\_\_\_/\_\_\_\_

Application & Memorandum received by: (Name) \_\_\_\_\_

Ceremony (Booklet) approved: \_\_\_\_/\_\_\_\_/\_\_\_\_ Music approved: \_\_\_\_/\_\_\_\_/\_\_\_\_

After the Wedding - Refund Bond: Yes / No\* \*Reason: \_\_\_\_\_