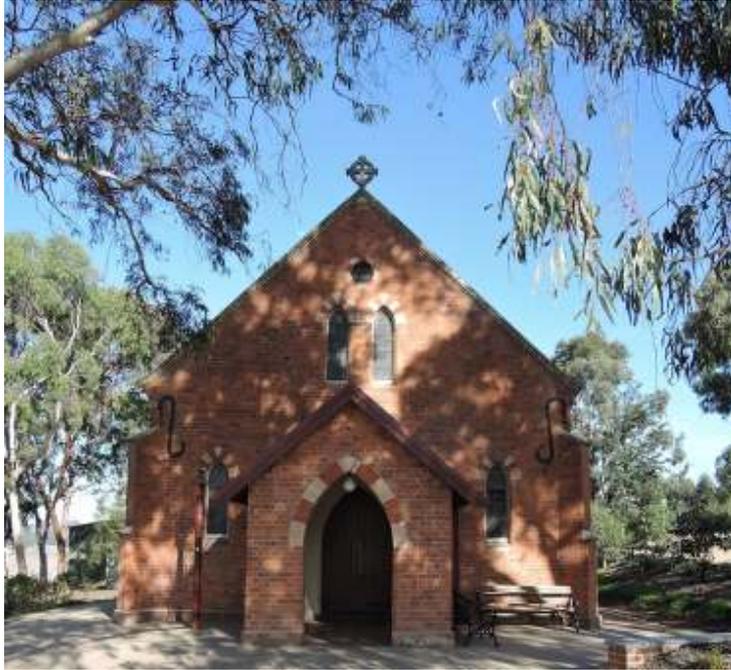


Weddings at Kangaroo Ground Presbyterian Church



Thank you...

... for considering Kangaroo Ground Presbyterian Church as the venue for your wedding ceremony. We look forward to helping you make your special day one that you will cherish.

First, to put your minds at ease...

You do not have to be a member of this church to be married here. Nor do we expect you to attend our services to be eligible. Of course, if you wish to, you are always welcome to join us for worship on Sunday mornings at 9:30. We'd be delighted to see you.

If you choose to have your wedding here it will be conducted as a service of Christian worship. That doesn't mean it has to be stuffy, boring, irrelevant or unconnected to your life. Please feel free to talk to us about what you would like (or not like) and what might be right for you.

The following pages should answer all of your questions, if not, please send an email to <mailto:enquiry@kgpc.pcvic.org.au>.



Wedding checklist

If you would like to hire the Church, please complete our wedding checklist and send it to us at <mailto:enquiry@kgpc.pcvic.org.au>.

(We also recommend that you consult one of the myriad of other wedding checklists available on the Web as there are many other things you will have to do.)

As you may choose your own Minister to conduct the service, the checklist asks for his name. Our Assistant Minister, Mr Steven Kilner, must approve him well before the service (0437 449 139 or stevenkilner@hotmail.com) and to avoid possible misunderstandings your Minister should contact Mr Kilner as soon as possible.

As well as requiring the marriage service to be a service of Christian worship, our other main requirement is that you complete a Marriage Preparation course. Let's face it... marriage is a big step. It involves commitment and work. There are also many pressures on couples these days, so it's important to take the time to reflect on your relationship and on how you can continue to grow - individually and as a couple - over the course of a lifetime together.

Either Mr Kilner or your Minister can arrange a course and it is a good way of getting to know the person who will be marrying you.

The Federal Government also requires you to complete a form - a [Notice of Intended Marriage](#) - at least one month and a day before your wedding, and not more than 6 months. This form must be witnessed, usually by the Minister marrying you.

You will also have to provide birth certificates for both the bride and groom. Anyone who has been married before must provide evidence that they have divorced their previous spouse or that their spouse has died.

Viewing the Church

The church is open on Sundays for morning service at 9.30 am and there is usually someone around until 11:30 am.

It can be opened most other days for viewing by emailing <mailto:enquiry@kgpc.pcvic.org.au>.



Important information

1 Booking fee

No booking fee is charged provided there is not a clash of bookings. If two couples want to hire the Church on the same day, we will issue the tax invoice for the hire of the Church to the first couple in lieu of a booking fee.

When there is no clash of bookings we will issue the tax invoice for all charges two weeks before the wedding. (As some couples like to pay the hiring fees much earlier than that, we have included our bank details on the checklist. On receipt of the money we will issue a tax invoice marked "Paid".)

2 What is included when you hire the Church

The hire of the Church includes:

- (i) Use of the Church, grounds, car parks, vestry, toilets and occasional use of the kitchen for the ceremony, one hour before the ceremony and thirty minutes after.
- (ii) Use of the organ, piano and sound system.
- (iii) Using the heating in the Church
- (iv) Cleaning before and after the ceremony.
- (v) Opening the Church for a rehearsal.
- (vi) Rearrangement of the tables and some other furniture in the Church and removal of hymn books and cushions (this will be explained when you visit).
- (vii) The presence of one Church Officer at the rehearsal and ceremony.

3 Music

Please complete our wedding music checklist and refer to the separate brochure on our music systems.

May we suggest that you sing hymns and songs **only** if your guests are used to singing them as there's nothing worse than only a few voices singing.

We also suggest that you print the words of any hymns or songs in a brochure as some guests may be unfamiliar with hymn books. Also, the words of even well-known hymns may be different in our hymn books. The brochure can become a memento of your wedding.

Under the terms of our music licence, we will require a copy of the brochure so we can report the hymns/songs to Christian Copyright Licensing International.



4 Flowers

Please provide your own flowers to decorate the Church. The Church's stock of vases is limited, so please provide those as well.

Any pew decorations must be attached with ties or ribbons instead of pins or adhesives.

5 Stewards

The Church Officer in attendance usually spends most of his/her time controlling parking. Therefore, we recommend that you appoint:

- (i) One steward to control the music system
- (ii) At least one steward to greet guests at the door, hand out brochures and assist the elderly and disabled to their seats. Traditionally, the bride stands on the left when facing the Minister and the bride's family sits on the left of the Church. The steward can also remind guests of this practice if that is what you want. The steward can also signal to the organist or whoever is controlling the music system when the bride is ready to walk down the aisle. After the bride has entered the Church the steward should close the front doors to reduce the traffic noise from Eltham-Yarra Glen Road.

6 Car parking

Except for small weddings, we recommend that hirers suggest to guests that the car parks be restricted to those who cannot walk long distances. Other guests can park in Graham Road or, on weekends, the school car-park. You must not park at the Post Office next door as it is private property.

We will reserve two parking places in front of the Church for the bridal cars.

Cars or other vehicles must not be parked on the footpaths or lawns. In particular, the grassed area surrounding the rose garden on the south side of the church must be protected as it covers the waste water treatment system.

7 Number of guests

The capacity of the Church is limited to about 80 to 90 adults. The public-address system is connected to the hall, foyer and vestry so that about 40 additional guests may be seated in those locations (an additional fee applies to use the hall). The seating capacity in the Church must not be increased by placing chairs in the central aisle because of the risk of obstructing exits in the event of an emergency.



The church pews may not be moved from their set places to accommodate more people.

8 Rehearsal

We strongly recommend that you have a rehearsal so your wedding goes as smoothly as possible. Please discuss the date and time with your Minister. It is particularly important for your music steward to attend. A rehearsal on the Friday night before a Saturday wedding allows any furniture shifting to be completed before your wedding day. Flowers may be installed then or on the day of the service.

9 Photographs and Videos

Your wedding will be conducted as a service of Christian worship but we recognise that you and your guests will want to record the event. Accordingly, photographers and video cameras are allowed in the general seating area. Please ask your photographer to speak with the Minister, preferably at the rehearsal, if he/she wishes to stand anywhere else apart from the seating area.

10 Confetti

Guests may not throw confetti, rose petals or rice within the Church or porch, but may throw them in the grounds.

11 Refreshments

The kitchen may be used to provide water, tea or coffee to refresh the bridal party.

If you wish to provide light refreshments for guests in the hall after the ceremony, we recommend that you engage a catering company. This is so all of your guests and family may participate in this joyous occasion and because of the Victorian Government's stringent public health regime. We expect any catering company to be appropriately licensed, provide all crockery, cutlery and food and clean up after the function.

If you do wish to provide the light refreshments yourself, you will have to clean up at the end. (Only people who have been invited to the wedding may receive these refreshments because of the public health requirements.)

Please note that no alcohol may be served in the Church or grounds. Smoking is banned within the buildings and within 4 metres of the entrance to the buildings.



Other matters

The Church is a historic building

Some visitors have enquired about the cracks in the walls and whether something can be done about them. The Church was built in 1878 and, in accordance with the building practices of the time, it was built without foundations. This means that the walls crack, the cracks opening and closing depending on the amount of moisture in the ground. There is nothing we can do about it.

Photographs in the vineyard

Often bridal parties like to take photographs in the adjacent vineyard, *Kings of Kangaroo Ground*, www.kkg.com.au, after the ceremony, particularly when the vines are covered in foliage or fruit.

Although Mr Ken King has permitted his vineyard to be used on previous occasions, it is solely up to him whether it's possible for your wedding.

He may be contacted on 03 9712 0666 or ken@kkg.com.au.

Other places for photographs or for guests to visit are the Memorial Tower or the Andrew Ross Museum 03 9712 0801.

On the Day

The Church will be opened one hour before your wedding to allow the installation of floral decorations and for the arrival of early guests.

If you have asked our organist to play, he will start playing the "Before the Ceremony" music ten minutes before the agreed time for the ceremony. If your Music Steward is providing the music, he/she may play at any time. (Subsequent references to the organist are for a traditional wedding; you and your Music Steward may choose other arrangements.) The Minister, bridegroom and party should be in position at this time.

When the bride arrives at the church entrance the photographer will take photos. After the photographer has finished and the bride says she is ready, one of your stewards should signal to the organist to play the "Processional music" as the bride proceeds down the aisle.

If you want to sing a hymn, we think that when the bride and groom are standing together before the Minister is an appropriate time. A suitable time for a second hymn is before the signing of the register.



There is usually a "Musical Interlude" while the bride and groom sign the register, receive their Marriage Certificate and pose for photos. This interlude can be an item played by the organist, or you may like to use a singer or a small ensemble. We recommend that no hymns or songs are sung once the Certificate has been signed as everyone wants to leave the Church to greet friends, family and take photos.

The organist will play the "Recessional Music" as the bridal party leave the Church.

We usually close the Church one half hour after the end of the ceremony. (If you hire the Hall for post-wedding refreshments, the Church will be closed after those are completed. Usually an hour is allowed for post-wedding refreshments and then half an hour for the caterer to clean up.)

Fees

The Church	
Item	Fee
Booking fee	Nil
Hire of buildings and grounds	\$250
Use of organ, piano, PA system	No charge
Organist	\$60 + GST
Celebrant: Kangaroo Ground Minister (includes at least two pre-marital counselling sessions)	\$150 plus \$44.00 if the Prepare/Enrich Course is used
Celebrant: Another Minister	By arrangement between you and he
Flowers	Must be provided by you
Use of grounds for photographs	No charge
The Hall	
Hire for overflow seating and/or refreshments after the ceremony. (Please note that if your family provides the refreshments, then under Victorian Public Health regulations only guests may receive them. If a professional caterer is used, guests and members of the general public may be served.)	\$50
As above but using the Church's cutlery and crockery	\$75

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