

Hong Kong Baptist Theological Seminary

Use of Chapel for Wedding

Chapel/Postal Address: 1 Nin Ming Road, Sai O, Sai Kung (North), N.T., Hong Kong

Tel No.: 2715-9511 (Main line) / 2768-5133 (Campus Service Office)

Fax No.: 2630-1363/2761-0868 Web Site: www.hkbts.edu.hk (Facilities→Sai O Wedding Venue)

A. Application Procedures and Regulations

1. The Chapel of the Seminary is licensed by the Hong Kong Marriage Registry for holding wedding.
2. Consideration of acceptance and approval of an application for the use of chapel for wedding is based on the preset priorities of the Seminary.
3. A chapel wedding service application should be made to the Campus Service Office 9 months prior to the wedding date. Applications submitted more than 9 months prior to the wedding date will not be considered.
4. Applicant should submit the following documents for application: (1) The completed application form, signed and dated; (2) Copies of identity documents for the couple; (3) Church membership certificates for the couple; (4) A letter of recommendation from church for the chapel rental.
5. Applicant should make 2 checks, \$100 for application fee and \$3,000 for deposit at the submission of the application documents. The applicant will be notified of the application result 6 months prior to the wedding date. In case the application is not accepted, the deposit will be refunded within 1 month of the notification. The application fee is non-refundable.
6. Once the application is approved, the applicant must pay the fees by check to the Seminary's Campus Service Office on or before the due date set in the invoice. Any delay in payment will render the application void, and the deposit will not be refunded. (Please refer to page 4 for the fees and charges)
7. If the applicant wishes to withdraw the application after completing the application, the applicant must notify the Seminary in writing as soon as possible. The paid fees will not be refunded.
8. If typhoon signal no.8 or above is hoisted at 6:00 a.m. on the wedding day, the morning service will automatically be cancelled. The applicant will be fully refunded. If the typhoon signal no. 8 or above is hoisted at 12:00 noon, the afternoon service will automatically be cancelled. The deposit and the application fee will be refunded.
9. Each session of the wedding service allows a program for 3 hours that includes venue set-up, seating of guests, the ceremony, the photo-taking activities, and the cleaning up afterwards. If the program overruns, additional service fees will be charged. (Please refer to page 4 for the fees and charges)
10. If false information is provided by the applicant, the Seminary reserves the right to void the application. Only the deposit will be refunded.
11. In case of rejection of an application, the Seminary will not provide reasons for the decision.

B. Annotations for Christian Wedding

1. Christian wedding celebrates a man and a woman joining as one through worship when the couple takes the marriage vow before God and the Church. Therefore, the couple must be Christians having been baptized and become Christian church members.
2. Those who wish to use the Seminary's chapel for their wedding ceremony must receive pre-marital counseling.

3. The applicant must first register at the Hong Kong Marriage Registry and obtain a “Certificate of Marriage Registrar”. They are required to submit the certificate to the Seminary for processing 14 days prior to the wedding day. At the ceremony, the officiating minister will present the marriage certificate to the newly wed. In the following week a copy of the certificate will be sent to the Marriage Registry for record.
4. The wedding ceremony being held in the Seminary must be officiated by a minister of a membership church of the Baptist Convention of Hong Kong. The applicant is requested to contact and invite the officiating minister when submitting the application.
5. The applicant must each invite a witness (the usual choice is the couple’s parents) to sign on the marriage certificate during the ceremony.
6. The applicant must appoint a wedding coordinator to liaise with the Seminary staff about related matters prior to, on, and after the wedding day.

C. Regulations for Use of Chapel Venue

1. Neither eating and drinking nor passing around candies and drinks are allowed inside the Seminary’s Chapel.
2. Smoking, alcohol drinking, candle or fire lighting are prohibited within the Seminary campus.
3. Without the written approval of the Seminary, business dealings and donation collections are not allowed. Vouchers with value cannot be used as entry tickets to the Chapel.
4. Without the approval of the Seminary administration, printed matters other than the wedding program pamphlets or booklets of advertising nature are not to be distributed or displayed.
5. Decorations must not foul the venue. No adhesive tapes should be used. No hydrogen/helium balloons or balloons should be brought inside the chapel. There should be no nailing/hooks/taping papers or directions or diagrams on the walls/tossing of glittering materials/paper shreds/flowers inside the Chapel.
6. No wheel carts inside the Chapel (except wheel chairs for the elderly or disabled).
7. Wedding helpers and photographers must work in cooperation with the Seminary staff. No one is allowed to step on the stage, the pews or the choir seats, or to get in the baptistery. Aerial photography is not allowed on the campus or inside the venues.
8. The applicant must provide sufficient manpower to maintain order on the wedding day, provide guidance to guests for entering and loading the venue and the campus.
9. The applicant should provide detailed information of vehicles for guest transportation, and should arrange coordinators to be responsible for vehicular parking, passengers loading and alighting in a safe and orderly manner.
10. If a wedding program includes any performance or instruments playing, the applicant should secure the approval of the Seminary beforehand. All these program rehearsals should be conducted inside the Chapel during the designated time for usage.
11. The wedding coordinator as the couple’s representative is to liaise closely with the Seminary staff on the wedding day. It is best for the coordinator not to undertake tasks other than the said function.
12. No catering service is provided at the Seminary. No food and drinks or external catering service is allowed on the campus.
13. No storage space will be provided. All items in relation to the ceremony should be brought into the campus within the designated period of time for the wedding

14. After the ceremony, the applicant is responsible for restoring the chapel to its original appearance by clearing and taking away all wedding decorations and pamphlets.
15. Only the designated campus areas and facilities may be used. The Seminary’s facilities must not be moved around without the approval of the Seminary administration. After the ceremony, rubbish should be cleaned up and all items must be returned to the original location. A \$500 penalty will be charged to each case if the applicant fails to do so. The applicant is required to pay the replacement costs for the damaged items.
16. The applicant is liable for damages caused by accidents.
17. The applicant should notify all wedding helpers to follow the regulations. The Seminary reserves the right to terminate any activities in case of violation of the regulations by the applicant. In such a case, the fees and deposit will not be refunded.

D. Application Procedures

1. The applicant must understand the guidelines on “How to Apply Marriage Registration” (Please obtain the guidelines from the Marriage Registry).
2. The applicant must apply for a “Certificate of Marriage Registrar” from the Hong Kong Marriage Registry within the period from 1 month to 3 months prior to the wedding date. (It will take approximately 15 working days from the day of registration to obtain the Certificate) The applicant must submit the certificate to the Seminary at least 14 days prior to the wedding day or rehearsal date.
3. The applicant must take the initiative to advise the Marriage Registry that the wedding ceremony will be held in the Chapel of the Hong Kong Baptist Theological Seminary. Otherwise, the staff at the Marriage Registry will assume that the applicant’s wedding will be held at the Registry and the arrangement to hold the wedding at the Seminary will be void.
4. The registration no. and address of the Seminary in the Hong Kong Marriage Registry are:

<u>No.</u>	<u>Name of Place of Public Worship</u>	<u>Situation</u>	<u>Denomination</u>
249	Hong Kong Baptist Theological Seminary Chapel	1st Floor, Chapel Building, 1 Nin Ming Road, Sai O, Sai Kung (North), N.T.	Baptist

5. The applicant must submit the following documents to the Seminary at least 14 days prior to the wedding day or rehearsal date:
 - a. Certificate of Marriage Registrar (please send it by registered mail or by hand)
 - b. A draft copy of the wedding program
6. The applicant must confirm the Chapel use for wedding by returning to the Seminary the approval slip together with check payment for the fees according to the due date set in the Seminary’s letter of acceptance. Any delay will render the application void and the deposit will not be refunded.

E. Arrangements for Rehearsal

1. The applicant can contact the Campus Service Office during office hours for arranging the wedding rehearsal. The time for the rehearsal can be arranged to be held 1 to 2 weeks prior to the wedding day.
2. Once the date for the rehearsal is set, the applicant will be notified of the details. The one-time rehearsal lasts about 45 minutes. It is free of charge.
3. In case of a need to reschedule the rehearsal, please notify the Campus Service Office in writing no later than 5 days prior to the scheduled rehearsal date.
4. Upon confirmation of the rehearsal time, the applicant should directly contact the officiating minister to

participate in the rehearsal.

5. The following people must attend the rehearsal: the officiating minister, the groom-to-be and the bride-to-be, the witnesses (those who will sign on the marriage certificate), the best man, the bride's maid, the pianist, the ring bearer and the flower girl(s), and the wedding coordinator. If the wedding coordinator cannot attend the wedding rehearsal, please invite another person to be the coordinator who can attend the rehearsal. It is vital for the success of the wedding program to have a wedding coordinator who is familiar with the necessary details of the arrangement.
6. The Seminary provides free parking space for 3 cars for the participants on the rehearsal day (prior registration and provision of the vehicle license plate number are required). Unregistered vehicles are not allowed to enter the campus.

F. Service Fees and Deposit

1. Chapel Service Fees

Services to be charged	Member of the Baptist Convention of Hong Kong	Non-Member of Baptist Convention of Hong Kong	Additional Service Fees
Chapel and its facilities (3 hours per session) NB: Provision of chapel (capacity 400 persons), bridal room, parking spaces for 3 cars, lighting, sound system, piano, air-conditioning, and 45 minutes rehearsal, inclusive.	\$8,000	\$12,000	\$600 every 15 minutes (Additional \$600 every 15 minutes for air-conditioning)
Cost of each parking space for private cars. NB: Parking space provision depends on the availability on the wedding day (reservation is required).	\$60		
Other facility: LCD projector with screen Remarks: Laptop computer is not provided	\$1,000		
Note: 1. The Seminary accepts check payment only. Please make a check payable to "Hong Kong Baptist Theological Seminary". 2. The fees do not include the gift to the officiating minister. Please consult the Campus Service Office for the arrangement.			

2. Deposit: \$3000

The Seminary will deduct from the deposit any additional service charge incurred or the outstanding amount of payment before refunding the applicant. If there is no additional charge, the Seminary will return the deposit in full to the applicant. If the deposit cannot cover the additional charges, the applicant will have to settle the outstanding amount against the Seminary's invoice.

3. Additional Service Fees

- a. If the applicant fails to observe the "Regulations for Use of Chapel" in clause C section 14 (i.e. clearing wedding decorations and sundries), an additional \$500 will be charged per case.
- b. Payment at costs of repairs is required in case of damages done to the Seminary facilities.
- c. Extended use of the venue is charged at \$600 every 15 minutes. (Additional charge of \$600 every 15 minutes for provision of air-conditioning)
- d. Reserved parking space for each car is \$60. Registered vehicles are only allowed to park during the venue rental period.

Remarks:

This application form is updated regularly. Please refer to the Seminary's website at www.hkbts.edu.hk for the latest version.

The Seminary reserves the right to revise the rules and regulations as well as the fees and charges without prior notification.

G. Venue/Facilities available for Chapel Wedding Service

Venue and Day/Time Available for use:

Date	Time
Sunday	1:00 pm- 5:00 pm (3-hour session)
Saturday/Public Holiday	10:00 am - 1:00 pm or 1:00 pm – 5:00 pm (3-hour session)

Facilities available:

Venue	Facilities available
Chapel	<ol style="list-style-type: none">1. Piano (arrange your own pianist)2. Lighting, air conditioning, and red carpet3. Sound system (4 wireless microphones, 3 regular microphones, 3 input devices, 4 music stands and/or microphone stands)4. Feather fountain pen with table and chairs for signing the marriage certificate5. LCD Projector and screen (additional \$1,000). No laptop is provided.
Bridal Room	Dressing table and chairs, air conditioning, private toilet
Reception Area outside the Chapel	1 long desk and several chairs
Parking Space (Private Car)	<ol style="list-style-type: none">1. Free parking space for 3 private cars.2. Additional parking space for rent, please refer to the Chapel Service Fees table on page 4.3. The provision of parking space depends on the availability of the space on the wedding day. Additional parking space must be reserved in advance. Unregistered vehicles are not allowed to enter the campus.
Campus	<ol style="list-style-type: none">1. The Seminary provides outdoor benches at the campus.2. The Seminary does not provide electricity and sound system outside the Chapel.3. The Seminary campus is available for photo taking within the designated period of time. Additional service fees will be charged if extra time is needed for the activity.

Hong Kong Baptist Theological Seminary Chapel Wedding Service Application Form

Office use only
 Application no _____
 Received on _____

Apply for:
Wedding date: ____ (dd) ____ (mm) ____ (yy) ()
 Please tick the appropriate and fill in the preferred session (if applicable).

Rehearsal time (for office use only)
 Date: _____
 Time: From _____
 Service personnel : _____

Sunday	Saturday/ Public Holiday
<input type="checkbox"/> ____ pm to ____ pm	<input type="checkbox"/> 10:00 am to 1:00 pm / <input type="checkbox"/> ____ pm to ____ pm

Extra parking space for private cars: ____ (\$60/per parking space). Others: _____

*Please complete in block letters.

Groom's name: _____

Correspondence address: _____

Mobile phone no. : _____ E-mail: _____

Member of the Baptist Convention of HK? Yes No Name of Church: _____

Bride's name: _____

Correspondence address: _____

Mobile phone no. : _____ E-mail : _____

Member of the Baptist Convention of HK? Yes No Name of Church : _____

Officiating Minister of the Wedding : _____ Name of Minister's Church : _____

(The Officiating Minister must be serving a church that is a member of the Baptist Convention of Hong Kong)

Wedding Coordinator: (Mr./ Mrs./ Ms.) _____ Phone no.: _____

Name of Pre-marital Counseling Institution: _____

Counselor: _____ Phone no.: _____

Starting Date: _____

Will the Marriage Certificate be signed at the Seminary Chapel?: Yes No (If no, please list reasons and attach a copy of the signed marriage certificate.) Reasons: _____

We declare that the above information is accurate and are willing to abide by the regulations of the Seminary.

Please attach: Copies of I.D. Card Church Membership Certificates Letter of Recommendation for Chapel Rental

\$100 Application fee Check no. : _____ \$3,000 Deposit Check no. : _____

*The applicant's personal data provided to the Seminary are for this wedding application use only.

Name: (Groom) _____ (Bride) _____

Signature: (Groom) _____ (Bride) _____

(The Seminary reserves the right to terminate all activities in breach of the regulations where the chapel service fees and deposit will not be refunded.)

Mailing Address for Deposit Refund (Please complete in block letters.)

Name of Applicant: _____
 Address: _____

Name of Applicant: _____
 Address: _____
