

Cambray Wedding Planner

Completion of this form will help to ensure that your wedding at Cambray Baptist Church goes without any hitches. Please return to the Church Manager (manager@cambray.org) or Church Office (office@cambray.org) at least 2 months before your wedding. If you are not sure how to fill out any of the following sections, please let us know and we would be happy to help.

Wedding Participants

Date and time of Wedding:

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Bride's Name:

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Address:

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	Post Code:	
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	Mobile:	
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Email:

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Bridegroom's Name:

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Address:

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	Post Code:	
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	Mobile:	
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Email:

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Additional Contact:

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Witnesses:

<i>Bride:</i>

<i>Bridegroom:</i>

Best Man:

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Bridesmaids:

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Ushers:

Readers:
Musicians:
Service Conducted by:
Assisted by:
Cambray Authorised Person:
i.e. "Registrar"
Mrs Suzanne Rouse

For information regarding Church AV System, including a list of audio and video operators available, please contact our AV overseer Chris Wheatley (email wheatleyc@12br.uk tel 07942231590).

Audio desk operator:
Video desk operator:

Audio recording requested? Y/N

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Rehearsal Date and time:

The following details are required with regard to the Cambray premises.

People should be named to undertake the following functions:

Caterers (including telephone number)

For any catering on Cambray premises you **MUST** contact the Church Manager/Church Office – manager@cambray.org or office@cambray.org. This also applies if you are using external caterers.

Are you asking any friends to serve any drinks, cakes etc. after your wedding? Y/N

Opening/closing the church (Inc. tel/mob number)

A responsible person from Cambray who is a keyholder **MUST** be appointed to open the church premises before the wedding and the rehearsal.

Duties include:

- Placing 2 no-waiting cones outside the forecourt which are located in the side passageway along with the 'wedding today' noticeboard which is located in the cloakroom. This must be done early in the day to avoid the church entrance gates being blocked and to ensure that cars are not parked on the forecourt.
- Arranging for heating to be turned on (winter) or windows opened (summer) in advance.
- Unlocking the premises (ensuring all fire-exits are unlocked).
- Locking premises at conclusion.

Please note:

Saturday is our cleaners' day off and therefore, if your wedding is on a Saturday, you cannot assume that she will do this for you.

Additional information:

Chairs may be moved to accommodate your requirements, however, please arrange for someone within the wedding party to help put these back before everyone leaves.

Please **ENSURE** you are using bio-degradable confetti outside in the forecourt.

Removal of flower arrangements (incl. tel/mob number)

There is no problem leaving flowers in the church after the wedding and through the weekend. However, someone must be appointed to remove the flowers no later than Tuesday of the following week.

If you have any questions concerning any of the above, please do not hesitate to contact Hannah Watson our church manager – manager@cambray.org or the Church Office – office@cambray.org

Do you plan to attach any decorations, signs or notices to any part of Cambray's premises? Y / N

If yes, please provide details below and confirm you have gained permission from Cheltenham borough Council to attach things to the premises. This is **ESSENTIAL**.
(please read information below for more details)

Attachment of balloons, ribbon or any other items to the church building

The attachment of any items to the outside Cambray Baptist Church building, including the railings on the ramps and on top of the walls is strictly and diligently controlled by the Enforcement Officer at Cheltenham Borough Council. **Written permission must be obtained each and every time the attachment of any item is proposed.** It is **essential** this policy is followed as the penalty for contravention of the relevant regulations is a fine of up to **£5,000**.

Contacts

A single point of contact for both Cambray Baptist Church and the Enforcement Officer has been set up and it is important that this channel is always used otherwise there is a risk of confusion. Currently the point of contact at Cambray Baptist Church is the Church Manager (Hannah Watson). This contact could be delegated but there must still be a single contact point for Cambray Baptist Church. The current contact at Cheltenham Borough Council is Casey Harding, Planning Enforcement and Compliance Officer (email casey.harding@cheltenham.gov.uk tel 01242 264180).

Process

At least two weeks before the need to display any item has been recognised, the Cambray Baptist Church contact must be advised. It will not be possible to obtain permission if a request has not been received in a timely fashion.

The items must be put up and taken down on the day of the wedding and a named individual must be appointed to undertake that responsibility.