

WEDDING BOOKING FORM (PLEASE FILL IN CAPITAL LETTERS)

Booking Requested By: (Full Name)		Date of Request	
Relationship to Bride			
Relationship to Groom			
Address			
Phone Number			
Email Address			
Wedding Date			
Time of Wedding	10:00 AM to 2:00 PM (fixed)		

	Bride	Groom
Surname		
Given Name		
Date of Birth		
Place of Birth (City & Country)		
Father's Full Name		
Mother's Full Name		
Address		
Phone no.		
Email		
Married previously? Note: If Yes, You must provide Divorce certificate	Yes / No	Yes / No
Do you require Marriage certificate (Religious ceremony as per Marriage Act 1961)? Note: If Yes, Fee applies and at least one month's notice to be given to Marriage celebrant		Yes / No

On behalf of families of the bride and groom, I hereby give undertaking to ASA management that I will ensure that they agree to abide by all of the **following conditions** listed below by ASA:

1. UNDER NO CIRCUMSTANCES CAN 2 PERSONS UNDER 18 YEARS MARRY EACH OTHER.
2. The Wedding ceremony will be performed by the Granthi Singh/ Ragi Jatha of Gurudwara Sahib Ji appointed by the ASA management committee and decorum of Gurudwara Sahib Ji must be preserved at all times.
3. A fixed time frame of 2:30 hours is allocated for the ceremony to be performed in the Gurudwara Sahib Ji.
4. If requested, an extra 20 minutes can be allocated for the Kirtan to be performed by Ragi Singh or a member of congregation invited by the concerned families. In this case, Manager / Gurudwara Secretary of ASA must be informed at least 48 hours in advance prior to the ceremony.
5. In case someone wants to say words of blessings to newly wedded couple in the presence of Sri Guru Granth Sahib Ji and Guru Saroop Sangat (wedding congregation), it must be as per Gurmaraada. Time for this should be adjusted from the extra 20-minutes requested and strictly no criticism to other religion/s, individual/s or organisation/s is allowed.
6. It is your responsibility to inform all the guests, especially non – Sikhs about the sanctity of Gurudwara Sahib Ji, so that they come prepared to cover the head, remove their shoes, sit on the carpeted floor, no smoking and consumption of alcohol etc. inside the premises of ASA.
7. Bhangra, dancing / bands/ horse riding etc. are not allowed on the premises of ASA. All such activities should stop before the entry into the ASA.
8. Manager / Gurudwara Secretary of ASA must be informed 31 days prior to the wedding day if marriage certificate is required (separate fee apply for this service).
9. Furniture, table etc. from outside are not allowed to bring in the Gurudwara Sahib. The maximum no. of tables allowed in the Langar hall is 12 (Twelve) and will be provided by ASA.
10. No flowers or flower pots are allowed on the tables in the Langar hall. Decoration in the Langar hall is allowed only to 9 feet height maximum.
11. Only two chairs are allowed to bring in the Langar hall for bride and groom (no exceptions). No Sofa is allowed in the Langar Hall.
12. Heating/Cooking or warming of any type of food in the Langar hall is not permitted.
13. Decorators must finish their decorations in the Gurudwara Sahib by 10.30 PM the night before the wedding and remove all the decoration by 3.00 PM after the wedding.
14. Your Decorators/ Caterer must have public liability insurances and you must supply copies of the policies to Gurudwara Secretary at least one week prior to the wedding date. It will be your responsibility for any public liability claims made by your guests during the period of your booked event.
15. ASA holds no responsibility for any claims made due to the negligence by the Caterer or Decorator. Additionally, each person entering the ASA premises is liable for their own health and safety.
16. No decoration is allowed on the main entry door and foyer of the Diwan hall. No decorations are allowed on the entry doors of the Langar Hall.
17. No food or drinks are allowed to serve outside the Langar hall.
18. You must provide names and contacts of your decorator and Caterer to Gurudwara Secretary/ Manager at least 7 days prior to marriage days.
19. You must ensure that only vegetarian food (No Egg, Fish or seafood) is cooked in the Gurudwara Sahib Kitchen.
20. All fees (refer to Fee summary table below) **MUST** accompany this application before final approval can be granted.
21. Along with this Completed application, you must provide copies of valid passports /Citizenship of bride & groom.
22. No garlands (haars) / Kalgi etc. to be worn by Bride / Groom in front of Sri Guru Granth Sahib Ji.
23. All the attendees must wear appropriate clothing and head must be covered at all times while in Gurudwara Sahib.
24. All the attendees must obey the decorum of the Gurudwara Sahib at all times while at Gurudwara Sahib Premises.

25. No restrictions could be put on the members of ASA / Sangat to use the Gurudwara Sahib Ji facilities while a particular program is booked. However, ASA management committee will try not to book parallel programmes to avoid interference.
26. All other rules and regulations of ASA and 'Visiting the Gurudwara Guidelines' have been read online at: <https://www.asaltd.org.au/clients> and must be followed at all times.

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Signature of the Applicant

Date:

ASA Management thanks you for booking the wedding with us. Your cooperation, in completing the ceremony within the allocated time will be highly appreciated. Please do not hesitate to contact Gurdwara Secretary/ Manager of ASA if you have any queries in regard to this booking.

May WaheGuru Ji shower his blessings to the concerned families for solemnising this important occasion!

Fee Summary estimates:

Item	Fee	Refundable	Comments
Ceremony Booking Fee	\$250 (\$150 - Ragi Jatha / Granthi Ji. \$100 - Booking fee)	Partly (\$100 is non-refundable)	\$150 is refundable if ceremony is cancelled within 3 days of notice period.
Fee for use of Kitchen appliances	\$200	No	To be paid only if using Kitchen to prepare/heat food.
Langar Hall/Kitchen Cleaning Fee	\$100	Yes	Refunded upon satisfactory & reasonable cleaning of the kitchen & Langar hall.
Marriage celebrant	\$\$\$\$ - As per the Marriage celebrant. Only applicable if need Religious marriage certificate	Not Applicable	This is not a Gurudwara sahib fee. To be arranged by you.

To be completed by Gurdwara Secretary ASA

Receipt No. _____

All documents submitted/ checked: Yes / No

This booking is confirmed for the date: / /

Time _____ to _____

Gurdwara Secretary Signature:

(Date request confirmed):

For any further information please contact: info@asaltd.org.au