



CONGRATULATIONS! You are getting married at HTBB, thank you for letting us be involved in your big day. Planning a wedding can fill you with all sorts of emotions - it is equally joyful but stressful and nerve-wracking. And so our team at HTBB is here to help you as much as we can. While this document is not meant to be exhaustive, it will provide as much detail as possible as guidance for you in planning your wedding.

1 PEOPLE

1.1 A wedding is an occasion to declare a covenant between a man and a woman, celebrated in the presence of God and before witnesses.

1.2 The decision of the member of the clergy who officiates your wedding will depend on their availability.

1.3 HTBB's ordinands and curates may be involved in various responsibilities as a way to shadow and learn how to conduct a wedding. These responsibilities may include hosting, peaching, or leading prayer ministry.

1.4 For the wedding day, it is highly recommended to have a wedding coordinator to liaison with the various aspects of the ceremony as the staff liaison would not be present on the wedding day.

1.5 HTBB does not provide worship leaders for off-site weddings. HTBB will not provide production support, as the management of production equipment at off-site weddings is dependent on the venue providers.

2 CEREMONY

2.1 The liturgy will be based on that of the Anglican Diocese of West Malaysia.

2.2 Please refer to the website for the legal requirements, the order of ceremony, and the marriage liturgy and vows. You may discuss the order of the ceremony with the clergy officiating your wedding.

3 DONATION AND RESERVATION DEPOSIT

3.1 It is our joy to be part of your wedding. As pastoral support, a clergy member and curate/ordinand will be part of your wedding. You may provide a love gift to our pastors and/or the church but this is non-obligatory.

3.2 To confirm the event date, a RM 1,000 reservation deposit should be received in cash terms or by bank transfer to the HTBB account.



3.3 The reservation deposit will be refunded within 2 weeks after the event. For this purpose, kindly provide your full name and bank details (account number and bank name) below.

Bank	details	for	deposit	return:
Full name (as per bank account)	:		
Account no.	:		
Name of bank	:		

BANK DETAILS

Account Name: Holy Trinity Bukit Bintang
Bank: CIMB Bukit Bintang Branch
Account Number: 8007268273
Reference: WEDDING - NAME OF COUPLE

I/We have read and understood this contract and the policies it contains.

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Name of Bride

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Name of Groom

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Name of HTBB Staff Member

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Date of the contract signed