

信義宗神學院婚禮場地（明節堂）申請表

General-007

APPLICATION FOR LTS WEDDING VENUE (MING CHIEH CHAPEL)

地址：香港沙田道風山路 50 號 Address : 50, To Fung Shan Road, Shatin, Hong Kong
 電話 Tel : 2691 1520 傳真 Fax : 2691 8458 電郵 Email : booking@lts.edu 網址 Website : www.lts.edu

婚禮日期：_____年_____月_____日（星期_____） 婚禮時間： 10:00am 2:30pm 3:00pm

申請人姓名：_____ 電話：_____ 電郵：_____

婚禮統籌姓名：_____ 電話：_____ 電郵：_____

通訊地址：_____

◆新人將會接受婚前輔導： 是 否 ◆申請在本院舉行茶會： 是 否

◆申請在本院簽署結婚證書： 是 否 ◆新人及雙方見證人懂得簽名： 是 否

男方見證人姓名：_____（中文）_____（英文）

女方見證人姓名：_____（中文）_____（英文）

介紹人：_____ 訓勉者：_____

特別要求／備註：_____

男 方 個 人 資 料	姓名：_____（中文）_____（英文） 出生日期：_____年_____月_____日 出生地點：_____ 年齡：_____ 籍貫：_____省_____縣/市 職業：_____ 宗教信仰：_____ 住址：_____（中文） _____（英文） 住宅電話：_____ 手提電話：_____ 電郵：_____ 現屬教會：_____ 施洗教會：_____ 施洗日期：_____ 施洗牧師：_____ 父親姓名：_____（中文）_____（英文） 父親職業：_____ 教會堂主任簽署及教會印鑑：
女 方 個 人 資 料	姓名：_____（中文）_____（英文） 出生日期：_____年_____月_____日 出生地點：_____ 年齡：_____ 籍貫：_____省_____縣/市 職業：_____ 宗教信仰：_____ 住址：_____（中文） _____（英文） 住宅電話：_____ 手提電話：_____ 電郵：_____ 現屬教會：_____ 施洗教會：_____ 施洗日期：_____ 施洗牧師：_____ 父親姓名：_____（中文）_____（英文） 父親職業：_____ 教會堂主任簽署及教會印鑑：

申請人簽署：_____ 申請日期：_____

Office Use	申請編號_____ 收表日期_____ <input type="checkbox"/> 接納 <input type="checkbox"/> 不接納
訂金_____ 餘款_____ 按金_____ 證婚牧師_____	
備註_____	負責同工_____

信義宗神學院婚禮場地（明節堂）申請細則

REGULATIONS OF APPLICATION FOR LTS WEDDING VENUE

1. 明節堂為本院集會地方，外借時間均以週末、週日及學院假期期間，以不妨礙本院正常活動為原則。本院保留場地的優先使用權。

2. 婚禮場地租用時段：

	婚禮開始時間	場地使用時段
星期六／公眾假期	10:00am	9:00am-12:00nn
星期六／公眾假期	2:30pm	1:30pm-4:30pm
星期日	3:00pm	2:00pm-5:00pm
星期一至五（學院假期內）	2:30pm	1:30pm-4:30pm

3. 本院場地只接受在 12 個月內及不少於 3 個月前舉行的婚禮申請。如非特殊情況，概不接受臨時申請。

4. 申請在本院舉行婚禮的男女雙方，其中 1 位必須是已受洗基督徒。

5. 申請人須先致電本院行政部場地租借處預約婚禮日期，隨後於 1 星期內填妥申請表格，連同訂金（應繳費用的 50%）及回郵信封 1 個（請貼上足夠郵票）寄交本院本院行政部場地租借處，以確定申請。應繳餘款連同 1 張保證金 HK\$5,000 支票，須於婚禮前 1 個月繳付，否則作自動取消論，訂金概不退回。

6. 支票抬頭：信義宗神學院。

7. 申請獲確定後，不論申請人因任何理由取消租借或改期，已繳付的訂金及租金餘款概不退回。

8. 本院將按下列情況從保證金收取附加費：

- 因使用場地及設施時導致任何損壞的賠款（按本院的報價）。
- 超時使用場地的附加費（超過 15 分鐘亦當作 1 小時計算）。
- 凡有不遵守本院場地使用細則者，申請人所繳交的保證金將會全數沒收。

9. 租金餘款及附加費收據將於婚禮後 7 天發出。如不須徵收附加費，本院將發還保證金支票。如保證金數目不足夠支付附加費時，申請人必須在 7 天內繳付不敷金額，本院持有追究申請人的法律權利。

10. 申請在本院明節堂舉行「結婚證書簽署儀式」，請留意：

- 本院將會安排證婚牧師。
- 填妥申請表格的所有資料並呈交至本院。
- 申請人須於婚禮前 3 個月向香港婚姻登記處辦理登記手續，本院婚禮場地編號：225。
- 申請人須在婚禮前不少於 60 天，將「婚姻登記官證明書」呈交至本院。
- 結婚的男方、女方或雙方見證人若不懂得簽署姓名，請在申請表格上註明，以便處理。

11. 申請不在本院明節堂舉行「結婚證書簽署儀式」，請留意：

- 本院不會安排證婚牧師。
- 填妥申請表格的所有資料，連同「結婚證書」副本呈交至本院。
- 申請人必須在婚禮程序表上註明：「結婚雙方已於__年__月__日在香港婚姻登記處註冊。」

12. 申請人須指名一位「婚禮統籌／負責人」，負責在借堂前後及婚禮當天與本院職員商討婚禮事宜。

13. 申請人須在婚禮前不少於 60 天，將「婚禮邀請卡」及「婚禮程序表」呈交給本院存檔。

14. 本院將安排婚禮證婚部份（約 15 分鐘）的綵排日期和時間，結婚雙方務必要預留時間出席。婚禮綵排通常安排於婚禮前 1-2 星期，星期一至五 9:00am-4:00pm 辦公時間內進行。

15. 申請人須在婚禮當天自行安排交通工具接待賓客，由於道風山路狹窄，請勿租用 29 座位以上的小型巴士，以免阻塞交通。另外，本院只提供少量車位供申請人使用。

16. 查詢請聯絡本院行政部場地租借處。

17. 有關場地使用細則及租金價目請瀏覽本院網頁。

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General-007

APPLICATION FOR LTS WEDDING VENUE (MING CHIEH CHAPEL)

地址：香港沙田道風山路 50 號 Address : 50, To Fung Shan Road, Shatin, Hong Kong
 電話 Tel : 2691 1520 傳真 Fax : 2691 8458 電郵 Email : booking@lts.edu 網址 Website : www.lts.edu

Wedding Date: _____ Y _____ M _____ D (weekday _____) Starting Time: 10:00am 2:30pm 3:00pm

Applicant Name: _____ Mobile: _____ Email : _____

Coordinator Name: _____ Mobile: _____ Email : _____

Mailing Address: _____

◆Pre-marital Counseling: Yes No ◆Apply for a Tea Party at LTS: Yes No

◆Sign the Marriage Certificate at LTS: Yes No ◆Bridegroom, Bride and Witnesses can sign: Yes No

Witness Name for Bridegroom: _____ (Chinese) _____ (English)

Witness Name for Bride: _____ (Chinese) _____ (English)

Introducer: _____ Preacher: _____

Special Request/Remarks: _____

Bridegroom Information	Name: _____ (Chinese) _____ (English) Date of Birth: _____ Y _____ M _____ D Place of Birth: _____ Age: _____ Nationality: _____ Occupation: _____ Religion: _____ Address: _____ (Chinese) _____ (English) Home: _____ Mobile: _____ Email: _____ Home Church: _____ Baptismal Church: _____ Date of Baptism: _____ Baptismal Pastor: _____ Father Name: _____ (Chinese) _____ (English) Father's Occupation: _____ Pastor-in-charge's Signature and Church Stamp: _____
Bride Information	Name: _____ (Chinese) _____ (English) Date of Birth: _____ Y _____ M _____ D Place of Birth: _____ Age: _____ Nationality: _____ Occupation: _____ Religion: _____ Address: _____ (Chinese) _____ (English) Home: _____ Mobile: _____ Email: _____ Home Church: _____ Baptismal Church: _____ Date of Baptism: _____ Baptismal Pastor: _____ Father Name: _____ (Chinese) _____ (English) Father's Occupation: _____ Pastor-in-charge's Signature and Church Stamp: _____

Applicant's Signature: _____ Date of Application: _____

Office Use	Reference _____	Received Date _____	<input type="checkbox"/> Accept <input type="checkbox"/> Reject
Deposit _____	Balance _____	Guaranty Deposit _____	Pastor _____
Remarks _____	Staff _____		

信義宗神學院婚禮場地（明節堂）申請細則

REGULATIONS OF APPLICATION FOR LTS WEDDING VENUE

1. Ming Chieh Chapel serves as the venue for meetings of LTS. Rental application is only available on Saturdays, Sundays and seminary holidays, and should be non-prejudicial to regular Seminary programs and activities. LTS reserves priority use of the facilities.

2. Rental time of wedding venue:

	starting time of wedding	rental time
Saturday / Public Holidays	10:00am	9:00am-12:00nn
Saturday / Public Holidays	2:30pm	1:30pm-4:30pm
Sunday	3:00pm	2:00pm-5:00pm
Monday-Friday (during seminary holidays)	2:30pm	1:30pm-4:30pm

3. Ming Chieh Chapel only accepts applications for weddings held within 12 months and not less than 3 months in advance. Unless there are special circumstances, provisional applications will not be accepted.
4. Application is only accepted from baptized Christians, either the bride or the bridegroom.
5. For application, please call the campus rental unit for reservation, and then send the completed application form, the deposit (50% of total charges) and a self-stamped envelope to the campus rental unit of the Administration Department within 1 week for confirmation of the booking. The rent balance and an additional cheque of HK\$5,000 for the guaranty deposit must be paid 1 month before the wedding date; otherwise the booking will be automatically cancelled and the deposit will not be refunded.
6. Please make the cheque payable to “Lutheran Theological Seminary”.
7. After the application is confirmed, whether the applicant cancels the renting or reschedules for any reason, the paid deposit and rent will not be refunded.
8. LTS will collect surcharges from the guaranty deposit according to the following circumstances:
 - a. Compensation for damages arising from the use of LTS facilities. Cost to be subject to quotations by LTS.
 - b. Over-time charge (all over-time exceeding 15 minutes will be counted as 1 hour).
 - c. For those who do not comply with the regulations on use of LTS facilities, the guaranty deposit will be forfeited in full.
9. The official receipt of rent balance and surcharges will be sent to the applicant 7 days after the wedding date. The guaranty deposit will be returned in full, on the condition that no surcharges are incurred. In the event that the amount of guaranty deposit falls short of the surcharges, the applicant is duly bound to settle the deficit within 7 days. LTS reserves the legal rights to claim compensation from the applicants.
10. If you are applying to sign the “Marriage Certificate” at Ming Chieh Chapel, please note:
 - a. LTS will arrange the pastor-in-charge.
 - b. Duly complete the application form and submit to LTS.
 - c. Applicant must register at the Hong Kong Marriage Registries 3 months before the wedding date. The registration number of Lutheran Theological Seminary is 225.
 - d. Applicants should submit the “Certificate of the Registrar” to LTS no later than 60 days before the wedding date.
 - e. If the bride, the bridegroom, or the witnesses do not know how to sign their names, please indicate on the application form for special arrangement.
11. If you are NOT applying to sign the “Marriage Certificate” at Ming Chieh Chapel, please note:
 - a. LTS will not arrange the pastor-in-charge.
 - b. Duly complete the application form and submit to LTS with the copy of the “Marriage Certificate”.
 - c. Applicant should state clearly on the wedding programme: “The wedding parties have already registered the marriage with the Hong Kong Marriage Registries on [date].”
12. Applicant should assign a wedding coordinator/person-in-charge who is responsible for the coordination with LTS staff before, during and after the wedding.
13. Applicant must submit the “Wedding Invitation Card” and “Wedding Programme” to LTS for record at least 60 days before the wedding.
14. LTS will arrange the rehearsal date and time for the part of vowing (approximately 15 minutes). Both parties must reserve time to attend. The rehearsal is usually arranged 1-2 weeks before the wedding date and during office hours, Monday to Friday, 9:00am-4:00pm.
15. Applicant must arrange their own transportation to receive guests on the day of the wedding. Applicant is strongly advised against booking a coach more than 29-seat, due to the narrow width of To Fung Shan Road, in order to avoid unnecessary traffic congestion. A limited parking area for vehicles will be provided for the use of applicant.
16. For inquiries, please contact the campus rental unit.
17. For details of the campus regulations and the rental charge, please visit the LTS website.