

St John's College, Cambridge, CB2 1TP

Application for permission to marry in the College Chapel

Please note that this form is used by the officiant in the completion of the Marriage registers (in the event of a marriage by Archbishop's licence). Please use every care when filling it in.

All information should be as on the day of the wedding. (IN BLOCK CAPITALS)

Information collected here will only be used to update your college profile and passed only to those parties needing this information; more details about the College's Data Protection Policy please go to www.joh.cam.ac.uk.

Full name of bridegroom	
Age (on day of marriage)	Single/Divorced/Widower
Nationality of the bridegroom:	
Occupation	
College status, if applicable (e.g. Matric. and date, B.A./M.A. and date, and if not in residence when residence finished)	
Tutor at St John's (if Applicable):	
Full address of bridegroom before marriage	Full name and occupation of bridegroom's father <i>Please include occupation as was even if retired or deceased</i>

Full name of bride	
Age (on day of marriage)	Single/Divorced/Widow
Nationality of the bride:	
Occupation	
College status, if applicable (e.g. Matric. and date, B.A./M.A. and date, and if not in residence when residence finished)	
Tutor at St John's (if Applicable):	
Full address of bride before marriage	Full name and occupation of bride's father <i>Please include occupation as was even if retired or deceased</i>

Has each been baptised?	Bridegroom	Bride
Proposed date and time of wedding		
Either a) with Archbishop's licence or b) after civil ceremony <i>(Delete whichever does not apply)</i>		
Proposed Minister	Has their agreement been obtained ?	
Future address of bride and bridegroom	Contact telephone number and e-mail of bride or bridegroom	

Additional requirements

Is use of organ requested ?	Yes	No	(see note 4)
Is a choir to be used?	Yes	No	Please give details (see note 5)
Do you wish to use any additional instruments?	Yes	No	Please give details
Will you be having flowers in Chapel?	Yes	No	Please give details of florist (See note 10)
Will you be requiring an audio CD of the service?	Yes	No	(See note 8)
Will you be videoing the service?	Yes	No	(See note 9)
How many Wedding Certificates in total would you like (this can be revised)?	(See note 2)		

Please complete Page 1 & 2 and return this to the Chapel Clerk

St John's College, Cambridge, CB2 1TP

We appreciate that you may not have finalised all your arrangements and that Page 2 may change as your plans begin to take shape.

Please notify us of any alterations you may make.

The Acting Dean, The Rev'd Carol Barrett Ford
cb924@cam.ac.uk

St John's College, Cambridge Marriage in the College Chapel

Couples are asked to contact the Clergy first to agree a date for their wedding or Blessing in Chapel. The following notes on the procedures for a service in the College Chapel helpful in planning their ceremony.

The following fees will be charged for a Wedding or Blessing Service in Chapel

Fee for Resident Members of College (Fellows, Students) and Staff	n/a
Fee for Non-resident Members of the College, and the children of Fellows	£200
Facilities fee for video recordings at marriages and blessings	£100

1. **Special Licence Application**

All marriages must take place using a Special Licence from the Archbishop of Canterbury. You are not required to have Banns of Marriage published in your local Parish Church. All couples will be required to complete the relevant application form for the Special Licence. Please contact the Chapel Clerk to obtain a form.

Notes on completing the Special Licence application

- Please complete Part 1 yourself, then forward the form to the Clergy, who will complete Part 2.
- The completed form, with a cheque for the appropriate fee, should be sent to the address shown on the form.
- You will then receive an Affidavit form which either the bride or groom needs to complete in the presence of the nominated Anglican Minister (usually the Dean or Chaplain) or at the Faculty Office in London.
- Please remember to return completed forms to the Archbishop's Office using the Recorded Delivery service and include an SAE with the Affidavit.

2. **Wedding Registers**

As St John's College is not a Parish Church and we do not hold Marriage Registers, the Chapel Clerk will arrange for the use of a set of Registers from a local parish church in Cambridge (usually St Clement's) in order that the College can provide you with a copy of the wedding certificate. Please contact the Chapel Clerk on 01223 338676 who will make the necessary arrangements. A fee of £20.00 is payable for the use of wedding registers, additional copies can be provided at the time of the ceremony at a cost of £10.00 each (these must be requested at the time of application). Please make a cheque payable to 'St Clements PCC'.

If you are having a wedding blessing (see note 3) then you should not apply for wedding certificates.

3. **Wedding Blessing**

If you are having a Blessing in Chapel then the above information regarding the Licence and Registers will not apply in your case. However the following information may be of use in planning your Day.

4. **Organist**

It is customary for a College Organ Student to be asked to play for your wedding, if you are wishing for the Organ to be used, please indicate this on the form. The Choir Administrator, Miss Caroline Marks, will contact you about three months prior to your wedding, and she will put you in touch with the prospective Organist. The Organist would be very happy to meet with you and discuss any ideas or special requests you may have.

The Organist's fees, payable direct to the Organist, are as follows:

Playing the Organ only	£150 + expenses
	£225 + expenses (when an audio recording is made)
	£300 + expenses (when a video recording is made)

There may be an extra charge of £50 if particular items of music are requested which require additional rehearsal time

Playing the Organ and conducting a Choir	£250 + expenses
---	-----------------

Very occasionally the Director of Music will give permission for guest organists to play. As a minimum, they will be required to hold FRCO or ARCO qualifications and must be known to the Director of Music, or provide references from another College or Cathedral Director of Music. To save embarrassment, such permission should be obtained before confirming arrangements with an external Organist.

5. **Choir**

Owing to diary pressures, the College Choir is only available to sing for the weddings of current Fellows of the College. However the Gentlemen of St John's (the men of the Choir) may be available to sing, adding female sopranos to the choir if necessary. For further information on availability and fees, please contact the Manager of the Gentlemen of St John's by e-mail at manager@gentlemenofstjohns.co.uk

6. **Orders of Service**

It is customary to have Orders of Service produced for your guests, this would usually include the words to the hymns, the titles of the music at the entrance and exit of the Bride & Groom, and also the Words in which the congregation are to join in with.

These Orders of Service must be viewed by the Clergy who are taking your Wedding prior to Print.

When ordering number of copies it is worth adding an additional 20 for the Sanctuary area and any that are needed for the choir.

7. **Photography**

All professional photographers are asked to contact the Chapel Clerk prior to the date of the wedding to discuss the rules regarding photography in the College Chapel. No flash photography is permitted inside the Chapel.

8. **Audio Recordings**

The College has recently installed professional recording equipment in the Chapel. A recording of your wedding ceremony can be made using this equipment for £200.00 + VAT. Please note that the Organist and other musicians may charge an additional fee if their performance is recorded. The recording must be booked at the time of application.

9. **Video Recordings**

Requests to make a video recording of the ceremony must be made to the Dean of Chapel at the time of booking. A Facilities Fee of £100.00 will be incurred. Please note that the Organist and other musicians may charge an additional fee if their performance is recorded [this is in line with Musicians' Union rules, which state video recording charges can increase by as much as 100% on the standard fee]. The videographer may be a professional or a friend of the family and are required by the College to have third party liability insurance to the value of £5,000,000.00 (Five Million Pounds) if at any point the videographer plugs into any of the College's electric sockets. You are responsible for ensuring that they have a Copyright Licence for this, which can be obtained by contacting the PRS on 0800 068 4828.

10. **Flowers**

When considering the provision of flower arrangements flowers in the Chapel, please bear in mind the following:

- A maximum of two displays either side of the Altar and two displays at the Choir Screen are permitted
- Pew end flowers and other displays are not permitted in the Chapel
- You will need to provide your own flower stands
- Flower displays should be removed as soon as possible after the ceremony
- The Chapel Clerk should be consulted regarding access times to set up and dismantle the displays

Should you require the services of a florist and do not as yet have anyone in mind, The Flower House (01223 364500) or The Perfume Zone (01767 650 979) have both worked in the Chapel on previous occasions.

11. **Confetti**

We regret that confetti (including rice and flower petals) must not be used in the Chapel or College grounds.

12. **Further information**

The Chaplain is always willing to answer any questions you may have. She can be contacted at the College. The Chaplain, The Rev'd Carol Barrett Ford, 01223 338617 cb924@cam.ac.uk

St John's College, Cambridge, Data Protection Statement: Wedding arrangements

The Data Controller is St John's College Cambridge. The Data Protection Officer for the College is the Office of Intercollegiate Services Ltd [12B King's Parade, Cambridge; 01223 768745; college.dpo@ois.cam.ac.uk]: OIS Ltd should be contacted if you have any concerns about how the College is managing your personal information, or if you require advice on how to exercise your rights as outlined in this statement. The person within the College otherwise responsible for data protection at the time of issue, and the person who is responsible for monitoring compliance with relevant legislation in relation to the protection of personal data, is the College's Head of Information Services and Systems, St John's College, Cambridge, CB2 1TP. 01223 338661; DPO@joh.cam.ac.uk.

What data are processed, and why?

The clergy of the College and staff of the Chapel and Choir Office officiate at and make other arrangements for weddings and blessings of marriages in the Chapel, in accordance with **College Standing Order G.4**. The data processed consists of names, ages, addresses, the date of the ceremony, proofs of identification in order to establish identity, contact details for parents of the couple, names of the best man and bridesmaids, and any payments made for these services. Data collected to this end are essential to the performance of our contract with the couples involved, and the efficiency of the Chapel as a place of worship. The College assumes that the couple have secured the consent of third parties to hold the basic personal details listed above.

Where does this data come from?

The personal data held are supplied by couples during the run up to the ceremony, and by those they have authorised to handle arrangements for the wedding or blessing, together with any further requirements or instructions that the couple or those acting for them supply to the College, such as catering for a reception.

Sharing with Third Parties

Names, ages, addresses, phone numbers and the date of a wedding are shared with the Faculty Office to secure an Archbishop's Licence, required by law for all weddings in the College Chapel. Details of the event are shared between College departments, in particular the Chapel and Choir Office and the Catering Department. We do not pass any personal data collected to this end outside the European Economic Area.

Retention of data

Personal data are not retained beyond a year after the wedding or blessing, apart from the bare record of names and dates which are retained for the lifetime of the College.

Rights of the Data Subject

Such ‘data subjects’, as they are referred to in data protection legislation, have the right: to ask us for access to, rectification or erasure of their personal information; to restrict processing (pending correction or deletion); to object to communications; and to ask for the transfer of their personal information electronically to a third party (data portability).

Some of these rights are not automatic, and St John’s College reserves the right to discuss with data subjects why we might not comply with a request from them to exercise these rights.

If data subjects have questions or concerns about their personal information, or how it used, they should speak to the **Chapel and Choir Office staff** in the first instance. For further guidance, please contact the Head of Information Services and Systems using the details given above.

Those remaining unhappy with the way their information is being handled, or with the response received from us, have the right to lodge a complaint with the Information Commissioner’s Office at Wycliffe House, Water Lane, Wilmslow, SK9 5AF (<https://ico.org.uk/>).

January 2018