

**PLEASE READ THIS VERY CAREFULLY  
and follow the instructions – do not leave any blank spaces!!**

Dear Couple

Congratulations on your decision to get married. It will be a great honour for me to be part of your wedding day. I am passionate about love and marriage and consider it a privilege in being your guide to make your ceremony the best it can be.

please return this booking forms, together with all the relevant documents to my office or to Marius at your earliest opportunity.

Please complete the booking and information forms and return preferably via e-mail. The original completed and signed forms and all other documentation, can be handed to me when we meet.

The next step is to plan wedding ritual that will reflect your love and personalities. We can meet prior to the wedding or plan this via e-mail. To set up a meeting use e-mail or mobile phone or sms. Meetings will take place at my office in Knysna unless otherwise arranged. At this meeting we will finalize the format of the ceremony and make sure that all required documentation has been submitted.

If you need to do a rehearsal at the wedding venue, prior to the wedding day, this can be arranged with me or thru Marius. An extra fee plus travelling cost will apply.

Please remember that you need to decide on a **marriage contract** before the wedding. There are several options. Due to the legal aspects of the marriage contract and the implications thereof regarding future debt, purchases and

business implications I strongly advise that you consult an attorney or notary for advice.

In **ALL** correspondence to me, please include the couple's names, date and time of your planned wedding.

**Legalities & Required documents:**

**A) South African citizens**

1. **Form BI 32** to be completed and signed by either both parents or legal guardians for each party under the age of 21.
2. If the Bride is younger than 15 and/or the Bridegroom is younger than 18, permission to the marriage is needed from The Commissioner of Child Welfare.
3. **Form BI 31** to be completed if any party can not present a SA ID Document  
<http://home-affairs.pwv.gov.za/forms.asp>
4. If any party is divorced a copy of the final decree of divorce is required
5. If any party is a widower or widow a copy of the death certificate is required.
6. If any party is not a South African Citizen, a copy of your Passport and a **Form BI 31** is required.
7. Two witnesses, one for each of the couple to sign the register. Must be 21 or older. Please make sure that the witnesses either know their ID numbers or have their ID documents with them on the day of the wedding. (Not required for Non SA Citizens)


**B) – Non South African Residents**

8. All over the above, plus:
9. **Form BI 31** to be completed by ALL non SA residents (if you cannot present a SA ID Document.  
<http://home-affairs.pwv.gov.za/forms.asp>, or downloadable from [www.weddingsbykola.com](http://www.weddingsbykola.com)
10. **Form BI – 130**, application for unabridged (international) wedding certificate.
11. Although not a requirement by SA home affairs it is advisable that non - SA residents obtain a letter from the department of home affairs in his/her native country stating that he/she is not married to expedite application for Unabridged marriage certificates.

**Check your Marital Status @**

[http://home-affairs.pwv.gov.za/status/marital\\_status.asp](http://home-affairs.pwv.gov.za/status/marital_status.asp)



 <http://www.weddingsbykola.com>  
[Kola@weddingsbykola.com](mailto:Kola@weddingsbykola.com)

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  +27 44 382 1151   
  082 4140014  
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[www.imagoclinic.co.za](http://www.imagoclinic.co.za)

## BOOKING FORM

Date of Wedding: \_\_\_\_\_ Starting Time of Ceremony: \_\_\_\_\_ H

Names & Surnames of Groom & Bride: \_\_\_\_\_

Groom Mobile no.: \_\_\_\_\_ Bride Mobile no.: \_\_\_\_\_

Fax \_\_\_\_\_ Email \_\_\_\_\_

Email: \_\_\_\_\_

Language:            English     OR            Afrikaans   
 Type of ceremony:    Christian     OR            Non Religious (Civil)             Mixed

## NAME OF WEDDING VENUE:

Tel.: \_\_\_\_\_ Email Address: \_\_\_\_\_

Venue Name: \_\_\_\_\_

Physical Address: \_\_\_\_\_

\_\_\_\_\_

Province in which venue is situated: \_\_\_\_\_

## PAYMENT DETAILS

### Receipt of Booking Form and proof of payment of deposit will confirm booking.

Wedding Ritual = R1200, rehearsal = R600, travel is calculated at R3p/km, Unabridged certificates = R1200, registration of wedding = free

Deposit Paid:            Yes             No             Amount Paid: R \_\_\_\_\_

Date of payment / deposit into bank account: \_\_\_\_\_

Bank REFERENCE            **e.g.: John/Ann 261006**

## Where did you hear about WEDDINGS BY KOLA ?

Internet             Friend             Expo             Wedding in a Box

Magazine             In which magazine \_\_\_\_\_

Other

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**INFORMATION NEEDED FOR REGISTRATION OF MARRIAGE**

**PARTICULARS OF GROOM**

**ID No.**     

**Date of Birth**      Day      Month      Year  
           

**Surname** \_\_\_\_\_

**Forenames in full** \_\_\_\_\_

**Marital Status (Batchelor / Divorcee / Widower)** \_\_\_\_\_

**Name you are called by friends and family:** \_\_\_\_\_

**Country of Birth:** \_\_\_\_\_

**PARTICULARS OF BRIDE**

**ID No.**     

**Date of Birth**      Day      Month      Year  
           

**Maiden Name(Surname you were born with)** \_\_\_\_\_

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**Present Legitimate surname (As in ID document)** \_\_\_\_\_

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**Forenames in full** \_\_\_\_\_

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**Name you are called by friends and family:** \_\_\_\_\_

**Marital Status (Spinster / Divorcee / Widow)** \_\_\_\_\_

**Country of Birth:** \_\_\_\_\_

**Permanent residential address of married couple after marriage**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**In or out of Communal of Property:** \_\_\_\_\_

If **OUT OF COMMUNAL OF PROPERTY** a letter from a lawyer is required.

In terms of section 26 (1) of the Birth and Death Registration Act, as amended, a woman after her Marriage may:

- (e) Assume her husband's surname;
- (f) Resume a surname, which she bore at any prior time,
- (g) Join her maiden surname or previous married surname with that of her husband or
- (h) Retain her Maiden name

**Please indicate in writing the surname under which you wish to be recorded in**

**the populations register** \_\_\_\_\_

**Dress code for the Pastor/Marriage officer (to fit in with the Bride & groom):**

- Very Formal (Bowtie)
- Formal (Black suit & Tie)
- Semiformal (Blazer with with open neck shirt)
- Informal ( Long sleeve shirt with open neck)
- Casual, (please give description i.e).\_\_\_\_\_

**Please provide some background info to help Kola design a ritual**

- Where and how did you meet ?:
  
- How long have you been together ?:
  
- What is the signature aspect of your relationship ?:
  
- What is a good description of your spiritual beliefs ?:

**We hereby agree to the terms and conditions of this booking.**

Signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
**GROOM**

\_\_\_\_\_  
**BRIDE**


\_\_\_\_\_  
**Witness**

\_\_\_\_\_  
**Witness**

**OTHER SERVICE PROVIDERS THAT I PERSONALLY HIGHLY RECOMMEND:**

Please mention us as referral for commission purposes.



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1	<b>Photographer:</b>	Liza Wigley	08430211120	
2	<b>Wedding Chapel</b>	Marnica	0845119551	
3	<b>Solo singer and Guitarist</b>	cory	0849971376	
4				
7	<b>Video / DVD production</b>	Andre Vercuiel	<a href="mailto:info@sacam.net">info@sacam.net</a>	
	<b>Ante Nuptial contracts</b>	Martin Kruger	0443821173	
	<b>Wedding Planner</b>	Marius	0829213337	<a href="mailto:marius@weddingsbymaricus.co.za">marius@weddingsbymaricus.co.za</a>
	<b>Wedding planner</b>	Magru	0827871427	<a href="mailto:Magru@cyberperk.co.za">Magru@cyberperk.co.za</a>