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## PLEASE READ THIS VERY CAREFULLY!!

Dear Bridal Couple

It's a great honour to be part of your big day. Thanks for doing business with us. 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 the marriage officer when you meet to discuss the ceremony.

Our team consists of +- 40 Pastors / Marriage Officers. **The first confirmed (by deposit) booking will be reserved for Jaco. You will be notified by email or by a telephone call which Pastor will be available for your wedding, after the deposit into our bank account have been confirmed.**

When you have decided to make use of our service and returned the booking forms, all we need is confirmation that the deposit has been paid. We then need to meet each other prior to the wedding, to discuss the ceremony and make sure that all the documentation is in place and within the last week before the wedding to complete the register and take fingerprints. Please make an appointment to meet with the Pastor at his office before the wedding date, to finalize the format of the ceremony and make sure that all required documentation has been submitted. If it is absolutely impossible for you to meet the Pastor at his office or you insist on a rehearsal at the wedding venue, an extra fee will be charged.

*If you decide not to make use of our service, please be so kind to let us know.*

### Legalities:

1. **Form BI 32** to be completed and signed by either both parents or legal guardians for each party under the age of 18. Download and print from: <http://www.dha.gov.za/documents/bi-32.pdf>
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. If any party is divorced a copy of the final decree of divorce is required
4. If any divorced party is not a South African Citizen, your copy of Final Divorce Decree needs to be Authenticated and not just Certified, at the South African Mission or Embassy in your Country of Origin. See attached Letter from SA Home Affairs.
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's page of your photo + the page with your residence permit / visa and a Form **BI 31** is required  
Download and print from: <http://www.dha.gov.za/documents/bi-31.pdf>
7. If any party is not a South African Citizen and does not have any form of South African Identification, a **Letter of No Impediment** from the Home Affairs Department of country of origin. ***If you are in possession of a South African ID Document this does not apply to you.***
8. Two witnesses, one for each of the couple to sign the register. Must be 18 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. If your witnesses are Non SA Citizens we need copies of their passport plus copy of visa proofing they are legally in SA.

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



## The following is required BEFORE the date of your wedding:

1. Clear Copies of your ID Documents plus of the witnesses of the day of the wedding
2. Above mentioned documents as describe at the “Legalities” – if applicable.
3. Letter from your Lawyer if you have set up an Ante-Nuptial Contract.  
NB: Ante-Nuptial Contract MUST be signed at Lawyer **BEFORE** the date of the wedding.
4. **Form BI 31** to be completed by **ALL Non South African Citizens without South African Identify Documents.**
5. **A Letter of No Legal Impediment** is needed from your Country of Origen if you are not a South African Citizen. (Not applicable on the United Kingdom)
6. **2 x ID Size photo's** of each of the couple.

## Costs:

|   |  |     |    |            |    |         |    |   |    |    |         |    |   |     |    |         |      |   |    |    |            |
|---|--|-----|----|------------|----|---------|----|---|----|----|---------|----|---|-----|----|---------|------|---|----|----|------------|
| <b>Pulpit /Ceremony Fee: Any Venue</b><br><b>In my office with 2 witnesses:</b>   | R1200.00<br>R500.00 - Short Procedure. R950.00 - Full Ceremony.<br>(Weekdays: Monday to Thursday)  |     |    |            |    |         |    |   |    |    |         |    |   |     |    |         |      |   |    |    |            |
| <b>In my office with 2 witnesses:</b>   | R1200.00 (Weekends – Friday, Sat, Sun, Public Holidays, Valentines Day)<br>24,25, 31 December & 1 January: R2000.00  |     |    |            |    |         |    |   |    |    |         |    |   |     |    |         |      |   |    |    |            |
| <b>Chapel for Hire:</b>   | R1500.00 excluding flowers   |     |    |            |    |         |    |   |    |    |         |    |   |     |    |         |      |   |    |    |            |
| <b>Deposit</b>  | R350.00 – Non Refundable   |     |    |            |    |         |    |   |    |    |         |    |   |     |    |         |      |   |    |    |            |
| <b>Outstanding balance</b>  | <b>To be paid to the pastor who will conduct your wedding ceremony,</b><br>in <b>FULL</b> when you meet to discuss the wedding ceremony <b>before the wedding.</b>   |     |    |            |    |         |    |   |    |    |         |    |   |     |    |         |      |   |    |    |            |
| <b>Bank REFERENCE</b>   | <b>YOUR FIRST NAMES &amp; DATE OF THE WEDDING</b><br>e.g.: John/Ann 261004   |     |    |            |    |         |    |   |    |    |         |    |   |     |    |         |      |   |    |    |            |
| <b>Traveling Fee</b><br>(Covers the cost to and from the venue)<br><i>We reserve the right to make changes at any time, depending on the fuel price.</i><br><b>Toll fees will be added as necessary</b> | <table border="1"> <tr> <td>1</td> <td>-</td> <td>40</td> <td>Km</td> <td>R300.00</td> </tr> <tr> <td>41</td> <td>-</td> <td>80</td> <td>Km</td> <td>R400.00</td> </tr> <tr> <td>81</td> <td>-</td> <td>120</td> <td>Km</td> <td>R500.00</td> </tr> <tr> <td>121&gt;</td> <td>-</td> <td>&gt;?</td> <td>Km</td> <td>On request</td> </tr> </table> | 1   | -  | 40         | Km | R300.00 | 41 | - | 80 | Km | R400.00 | 81 | - | 120 | Km | R500.00 | 121> | - | >? | Km | On request |
| 1   | -  | 40  | Km | R300.00    |    |         |    |   |    |    |         |    |   |     |    |         |      |   |    |    |            |
| 41  | -  | 80  | Km | R400.00    |    |         |    |   |    |    |         |    |   |     |    |         |      |   |    |    |            |
| 81  | -  | 120 | Km | R500.00    |    |         |    |   |    |    |         |    |   |     |    |         |      |   |    |    |            |
| 121>  | -  | >?  | Km | On request |    |         |    |   |    |    |         |    |   |     |    |         |      |   |    |    |            |
| <b>Legalities:</b> Handwritten Marriage certificate and registration of marriage:   | No Charge  |     |    |            |    |         |    |   |    |    |         |    |   |     |    |         |      |   |    |    |            |
| <b>Abridged (Official) Marriage Certificate Printed from Home Affairs</b><br><b>Unabridged Marriage Certificate:</b> All Foreigners   | R250.00<br><br>R950.00 Includes Unabridged Marriage Certificate from Home Affairs plus An Apostil from Foreign Affairs   |     |    |            |    |         |    |   |    |    |         |    |   |     |    |         |      |   |    |    |            |
| <b>Pre-Wedding Meeting:</b>   | <b>At my Office:</b> No Charge<br><b>Travel to your place of choice:</b> R750.00 + Travel  |     |    |            |    |         |    |   |    |    |         |    |   |     |    |         |      |   |    |    |            |
| <b>Rehearsal:</b> (Not compulsory only on special request)  | R750.00 + Travel   |     |    |            |    |         |    |   |    |    |         |    |   |     |    |         |      |   |    |    |            |



**Payment methods: Electronic Transfer, Cash or Credit Card (6% levy on Credit Card Payments)**

**NB: Deposits and Payments are Non Refundable if booking is cancelled.**

**All pricing excludes commissions to be paid to Wedding Coordinators**

# WED BY JACO



<http://www.wedbyjaco.com> [jaco@wedbyjaco.com](mailto:jaco@wedbyjaco.com)

☒ 13577, SINOVILLE, Pretoria, 0129



VoIP 087 802 1186



083 414 5405



086 600 3297 Skype: nuskinjakes

## Banking details:

Pastor J Venter  
**ABSA Current Account: 1036250441**  
**Branch: Waverley Pretoria**  
**Branch Code 632005 (For Internet Banking only)**  
**Swift Code: ABSA ZA JJ**

**NB: Bank Ref: YOUR FIRST NAMES & DATE OF THE WEDDING e.g.: John/Ann 261008**

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

**Please mention us as referral for commission purposes.**

|    |  |  |  |   |
|----|--|--|--|---|
| 1  | <b>Photographer:</b><br>Magic Moments Photography<br><a href="http://www.magic-moments.za.net">www.magic-moments.za.net</a>  | Mariana Venter   | 082 990 6780   | <a href="mailto:photo@magic-moments.za.net">photo@magic-moments.za.net</a>  |
| 2  | <b>Music / DJ</b>  | Jaco Venter  | 083 414 5405   | <a href="mailto:jaco@wedbyjaco.com">jaco@wedbyjaco.com</a>  |
| 3  | <b>Trumpet and/or String Ensemble</b>  | Robin  | 082 465 9569   |   |
| 4  | <b>Pan Fluit / Pan flute</b>   | <a href="#">Neels Kruger</a>   | 082 967 2131   | <a href="mailto:info@neelskruger.co.za">info@neelskruger.co.za</a><br><a href="http://www.neelskruger.co.za">www.neelskruger.co.za</a>  |
| 5  | <b>Scottish Bagpipes / Skotse doedelsak</b>  | Ken Morgan   | 082 456 1912<br>012 664 6469   | <a href="mailto:morganfam@absamail.co.za">morganfam@absamail.co.za</a>  |
| 6  | <b>Video / DVD production</b><br>Professional & use high Definition camera   | Stephan Pieterse   | 082 939 0101   | <a href="mailto:info@imagecreation.co.za">info@imagecreation.co.za</a>  |
| 7  | <b>Lingerie by Melanie</b>   | Melanie  | 082 816 9568   |   |
| 8  | <b>Wedding Cake</b>  | Zelda Ackerman   | 084 506 0364   | <a href="mailto:christo@inspirationz.co.za">christo@inspirationz.co.za</a>  |
| 9  | <b>Ante-Nuptial Contracts:</b><br>Huweliksvoorwaarde Kontrakte Attorneys / Prokureurs<br>-----<br>Kuilman Mundell & Arlow<br>-----<br>Bradley Saunderson BA LLB LLM Saunderson Attorneys & Notary Public | <b>PRETORIA</b><br>Marius Blom<br><br><b>RANDBURG</b><br>Patric Mundell<br>Bernadette Arlow<br>-----<br>Johannesburg but can Do contract via phone, fax or e-mail.<br>Cost: R750 | <br><br><br><br><br><br><br><br><br><br>0123620780<br><br>011 465 4151<br>011465 6639 (fax)<br><br>-----<br>Cell: 082 949 5264<br>Tel: 011 475 4457<br>Fax: 086 687 4610 | <br><br><br><br><br><br><br><br><br><br><a href="mailto:mundell@kmattorneys.co.za">mundell@kmattorneys.co.za</a><br><a href="mailto:bernadette@kmattorneys.co.za">bernadette@kmattorneys.co.za</a><br><br>-----<br><a href="mailto:Brad@SAanc.com">Brad@SAanc.com</a><br><a href="http://www.SAanc.com">www.SAanc.com</a> |
| 10 | <b>Renting / Hiring of wedding Gowns and accessories</b>   | Dorothy Van Staden   | 083 415 6657   |   |
| 11 | <b>Antoinette's Beauty Clinic</b>  | Antoinette   | 084 505 3309   |   |
| 12 | <b>Bykomstighede / Juwele maker</b>  | Ansja Jonck  | 082 789 2571   |   |
| 13 | <b>Caterers</b>  | Shammah Bakery & Catering  | 012 734-2397<br>Isa 0829290219,  | <a href="mailto:jirehvs@polka.co.za">jirehvs@polka.co.za</a><br>Fax 086 6136 119<br>Thea 083 233 0879   |
| 14 | <b>FUGO FINANCIAL SERVICES</b><br>Huweliksvoorwaarde Kontrakte,  | Cobus Geldenhuys   | 083 449 8619 011<br>394 5760   | One of top 5 independent brokers in South Africa for past 6 Years   |



|   |  |  |  |
|---|--|--|--|
| Finansiële beplanning,<br>Testamente. Alles in een diens. |  |  |  |
|---|--|--|--|

## BOOKING FORM

Date of Wedding: \_\_\_\_\_ Time of Ceremony-Bride walks in: \_\_\_\_\_

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

Groom Mobile: \_\_\_\_\_ Bride Mobile: \_\_\_\_\_

Tel:Groom: \_\_\_\_\_ Tel:Bride: \_\_\_\_\_

Email:Groom: \_\_\_\_\_ Email:Bride: \_\_\_\_\_

Fax: Groom: \_\_\_\_\_ Fax: Bride: \_\_\_\_\_

**Ceremony:** English  OR Christian   
Afrikaans  OR Non Religious (Civil)

**Dress Code:** Black Tie  Formal  Smart Casual

## 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.**

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

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

Bank REFERENCE **e.g.: John/Ann 261007**

## Where did you hear about WEDBYJACO?

Internet  Friend  Exp  Wedding in a Box  Other

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





