

Santuario de San Antonio Parish

INFORMATION SHEET FOR WAKES, FUNERAL & BURIALS

PLEASE PRINT

NOTE: Please fill-up this form as soon as possible, answering all questions completely upon reservation. All the information requested here are needed for our parochial records.



Deceased Information:

Full name of the Deceased: _____
 Residence of the Deceased: _____
 Date of Birth: _____ Age: _____ Religion: _____
 Date of Death: _____ Civil Satus: _____
 Cause of Death: _____
 Anointed: Yes No
 Parents/Spouse/Relative of the Deceased: _____

Funeral Information:

Date of Funeral: _____ Time: _____
 Location: 1) CHURCH a. with air-con b. without air-con 2) CHAPEL ONLY
 Officiating Priest: _____
 Place of Burial: (Cemetery) _____

Contact Person:

_____ Relation: _____
 Address: _____
 Tel. No. _____ CP No.: _____

Obituary Assistance YES NO

	Date Issue	Size	Amount
<input type="checkbox"/> Phil. Daily Inquirer	_____	_____	_____
<input type="checkbox"/> The Philippine Star	_____	_____	_____
<input type="checkbox"/> Manila Bulletin	_____	_____	_____

Assigned Chapel/s

CHAPELS	Date IN	Time IN	Date OUT	Time OUT
Capilla del Señor				
Capilla dela Virgen				
Capilla de San Francisco				

CATERERS

Caterer's Name	Date IN	Date OUT

Flowers, flower baskets, plants and plants paraphernalla, etc.

- A. Will be brought out in the funeral cars and brought to the cemetery Yes
- B. Will be picked up on _____
- C. Will be left behind and disposed of by SSAP as seen fit.

Other special arrangements/Remarks:

 Authorized Representative
 Name & Signature

 Date

MULTI-PURPOSE CHAPEL DONATION & DEPOSIT RATES

CHAPEL (S)	Donation Rate/per day
CAPILLA DE SAN FRANCISCO (DE LUXE)	PHP 9,000.00
CAPILLA DEL SEÑOR	10,000.00
CAPILLA DELA VIRGEN	10,000.00
Other Charges:	
SECURITY / DAMAGE DEPOSITS	PHP 5,000.00
CATERER'S UTILITY ROOM/USAGE RATE	1,000.00
Temporary Maintenance Hire	(Variable rate/day)

TERMS AND CONDITIONS:

1. For every 24 hour use of the Chapel, the full amount of the rate assigned to the chapel will be used.
2. For use of the chapel covering more than 12 hours but less than 24 hours, the rate used will be for a full day or 100% of the rate assigned to the chapel
3. For the use of the chapel covering less than a day and less than or up to 12 hours, the rate used will be for 1/2 day or 50% of the rate assigned to the chapel.
4. Total charges consist of donation rates, the user as per above rates will also pay Security/Damage deposit and caterer's usage rate.
5. Security and Damage deposit is payable on the first day of wake. This covers the services of the caterer hired by the family of the deceased. The caterer will be responsible for keeping the premises clean at all times. Food waste and other garbage must be brought out of the parish compound immediately after the wake. If not disposed of, they must be brought to be back, away from the view of hte visitors, and must be disposed of on daily basis.
 - 5.1 Any damage or garbage not disposed of will be charged against security deposit. The entire security deposit or the balance after the damages and garbage have been deducted, will be refunded after seven (7) working days from the submission of the original copy of the **OFFICIAL RECEIPT**. A SECURITY CLEARANCE from the administrator is also required before the refund is released. **REFUND NOT CLAIMED WITHIN THIRTY (30) DAYS SHALL BE CONSIDERED AS DONATION.**
6. Catere's Utility/Room/Usage rate will cover the cost of space, power, light and water. It will be the responsibility of the caterer to keep the utility room clean whenever they use it.
7. All flowers, plants, flower baskets, stands and other plant paraphernalia must be brought out by the family of the deceased on the day that the deceased is brought out of the chapel. The family must give specific instructions on the disposition of these flowers and plants should they be left behind.

A separate form for this instructions will be filled up and duly signed by the relative of the deceased.
8. The contact to use the chapel/s cover full days and fractions of a day. The hours covered by temporary transfer of the remains or of the cremated ashes to other venue/s for other services, but with the intention of returning such remains/ashes to the SSAP Multi-Purpose Chapel/s, are fully covered by the contract. There will bw no discount for hours out of the chapels.

CONFORME:

Kindly affix your signature at the space below as your conformity to the above rules and policies

Printed Name

Signature

Date

Relation to the deceased : _____

Address : _____

Residence Phone No. : _____

Cellphone No. : _____

Office Phone No. : _____

SANTUARIO DE SAN ANTONIO PARISH MEMORIAL CHAPELS

McKinley Road, Forbes Park, Makati City

POLICIES FOR THE USE OF THE MEMORIAL CHAPELS AND FUNERAL SERVICES

1. Santuario de San Antonio Parish constructed the Multi-Purpose Chapels which are air-conditioned, to offer its services to our parish community and to the needs of the parishioners for a proper place and care for their departed love ones.
2. The Multi-Purpose Building consists of three *Capillas*, with an air-conditioned family room for each chapel namely;

Chapel 1	-	Capilla Del Senor
Chapel 2	-	Capilla Dela Virgen
Chapel 3	-	Capilla De San Francisco
3. Overnight vigil is allowed on the first and last nights of the wake. **Immediate family members only of the deceased are allowed to stay overnight and use the family room.** Vigil hours or visiting hours are limited to **12:00 MN** for other nights.
4. **SMOKING AND ALCOHOLIC DRINKS are NOT allowed** inside and outside the chapel and in the entire parish compound.
5. Each chapel has its own designated work area for catering and place for flowers. No one can encroach on the other.
6. Florists are not allowed to do their arrangements and decors within the parish premises. Flower arrangements and decorations are allowed but limited inside the chapel. If more flower arrangements/decorations are placed inside an air conditioned room, there is a high risk that the air-con units will malfunction. We encourage the use of Mass Cards, Memorial Plaques, contribution to the favored charity of the deceased and the lighting of the vigil lights for the memory of the deceased instead of flowers. Flower arrangements may be placed along the hall outside the chapel and only in each chapels designated place.
7. **For our parishioners**, the priest on duty will be available to celebrate the Funeral Mass. An option of selecting a priest, not of the parish to celebrate the Funeral Mass is allowed as long as he is a priest in good standing within the Archdiocese of Manila.

Non-parishioners using our memorial chapels and church must provide their own priest to celebrate the Funeral Mass.
8. Novena Masses for the deceased, if celebrated in the main church, must be arranged with the parish office and should be scheduled only at times, which do not, conflict with other activities being held in the church. Since the Novena of Masses is optional and because our priests in the Parish are few and busy with pastoral activities, the Parish cannot always provide a priest to celebrate the Novena Mass. It is suggested that if the family wishes to have Novena Masses for the deceased, they can join a scheduled Mass, e.g. 6:00 PM, and then remain after the mass to pray the Novena prayer before the Blessed Sacrament.
9. Funeral Mass celebrated in the church, can take place only when there are no scheduled daily Masses, that is, between 8:30 AM to 10:30 AM and from 1:00 PM to 4:00 PM. After the last scheduled mass, (7:30 AM or 12:15 NN), the casket will be transferred to the church from the memorial chapel. Flower arrangements placed near the casket should be at a minimum so as not to block the view of the priest and the congregation. Electrical lights are not allowed near the casket as this can be too bright and distracting.
10. The Funeral Mass may also be celebrated in the memorial chapels.
Note:
 1. ***Prior reservations are not allowed except 24 hours before the arrival of the deceased.***
 2. ***It will not be permitted to rent out the adjoining chapels (Capilla del Senor and Capilla dela Virgen) to be used as one large hall if the other chapel (Capilla de San Francisco) is occupied so as not to deprive others of the facilities, should there be a sudden need for a chapel.***
11. All users and their caterers shall be responsible for the proper care of the chapel and their designated premises and **will reimburse the Parish for the cost of any damages** that may occur or for repairs and/or replacements that may be required after the affair.
12. **If policies are violated by renters and/or their caterers, a portion or all of the security deposit shall be forfeited. The decision on penalty of the violation will be decided upon by either the Parish Priest or Administrator.**
13. There will be a charge for consumption of extra electricity used such as electric grills, blowers brought in by renters / caterers, etc.
14. The Management of the Santuario de San Antonio Complex, which is composed of Parish Church, the Convento, Parish Offices, Parish Center and the Multi-Purpose Chapels and the Crypt endeavors to provide clean, orderly and safe facilities for persons who avail themselves of these facilities. However, persons who come to the complex are advised that their use of any facility is on condition that the complex will not be liable for losses, damages, or injuries sustained therein, including those caused by other guests, or strangers, or third parties.

Parents should see to it that their minor children are accompanied by an adult with discretion and responsibility for the child's safety and conduct.

(These policies have been approved by the Admin and Finance Committees and lastly by the Parish Pastoral Council endorsed by the Parish Pastoral Team.)