

# Gurdwara Sahib of Southwest Houston (GSSWH)

## *Religious and Special Occasion Services*

### IMPORTANT INFORMATION

#### Specific Guidelines for "Anand Kaaraj" (Marriage) at the GSSWH

The following must be complied with in addition to the General Guidelines given above.

1. **RELIGIOUS CEREMONIES:** The GSSWH Bhai Sahib and his companions will perform the "anand kaaraj" (marriage ceremony) and kirtan followed by "ardas" (prayer). If the host desires, the kirtan may be performed by other ragis sponsored by the host, in addition to at least one shabad to be recited by the GSSWH Bhai Sahib and his companions; the "ardas" (prayer) shall be offered by the GSSWH Bhai Sahib.
2. **KARAH PARSHAD:** The "karah parshad" (communion) will be prepared by the GSSWH Bhai Sahib on site in the kitchen downstairs. The host will need to tell the Bhai Sahib, at least 24 hours in advance, the approximate number of guests expected, and the host must pay separately for the "karah parshad".
3. **SNACKS/FOOD: ONLY VEGETARIAN** snacks/food and **NON-ALCOHOLIC beverages** can be prepared in the GSSWH kitchen or catered by a vendor, and served to the guests in the langar hall.
4. **MARRIAGE PROCESSION:** Outside the Gurdwara Sahib main building (parking lot and *porte cochere*), use of musical band, bhangra etc. is allowed but once inside, no non-religious audio-video substance is permitted.
5. **GSSWH FACILITIES:** The GSSWH facility will be available to the host on day the marriage is scheduled for from 7:00 AM to 7:00 PM (unless otherwise requested). If requested by the host, the "office room" adjacent to the Dewan Hall, will be made available for the bride to wait in privacy until the proceedings begin.
6. **DECORATIONS:** The large *porte cochere* may be decorated (using pre-installed hooks already in place) and used for any formalities the host desires. Please be advised that all decorations in the main dewan hall, where marriage ceremony will take place, and the langar hall downstairs, where refreshments/food will be served, only artificial or natural flowers, pillars/columns with drapes/decorations, flower vases (preferably non-glass) can be used. All decorations inside the building will have to be on the floor and not hanging from the ceiling (fans and chandeliers included).
7. **VERIFICATION:** After the "anand kaaraj" (marriage ceremony), the Bhai Sahib of the GSSWH will verify that the marriage has been solemnized. The certificate will be countersigned by the Chairman, GSSWH or the President, GPC, and recorded by the Secretary, GSSWH, and the original conveyed to the newly married couple.

8. **DONATIONS:** Official receipt is issued for all donations made to the GSSWH. Honorarium paid to the GSSWH Bhai Sahibs may be routed through the GSSWH, for which a receipt will be issued.

**All check(s) should be written to: GSSWH.** The payments to GSSWH may be made in advance by **credit card** at a regular SUNDAY or FRIDAY evening dewan at the GSSWH.

**(a) Services:**

- (i) \$500 to the GSSWH for the use of facilities.
- (ii) \$251 honorarium to the GSSWH Staff (Ragi Jatha) for performing "anand kaaraj" (marriage ceremony). An additional \$100.00 is payable to the outside professional Bhai Sahib hired for performing shabad kirtan at the "anand kaaraj"; payment can be made directly to him (preferred method) or routed through GSSWH, if a receipt is desired.

**(b) Food and Snacks:**

- (i) \$51 for groceries and preparation of the "karah parshad" (communion). There is NO CHARGE if the host supplies the groceries: 8 lbs EACH of butter, flour and sugar (for 250 guests).
- (ii) \$250 for use of kitchen ONLY if food is prepared on site by the host.
- (iii) Catering of strictly vegetarian food/snacks is allowed (\$250 for use of kitchen waived).

**(c) Clean up:**

- (v) A non-refundable service charge of \$150 for cleaning of kitchen, langar hall, lobbies, restrooms, dewan hall etc. before and after the wedding, regardless of food prepared on site or catered.

The attachment (.pdf) to this document is a formal application for having the marriage ceremony solemnized at the GSSWH. The information is only for GSSWH records. A certificate verifying the marriage will be issued to the couple, which can be used to obtain the Marriage Certificate from the (Harris) County Clerk's Office (please ask for more details on this, if you so desire). Please fill out the form and either email as an attachment or FAX to 281-498-5201, at least 2 weeks before the wedding. **All disclosures are voluntary and no supporting documents are needed** to substantiate the information furnished to GSSWH.

The GSSWH is a *Federal Tax Exempt, Non-profit organization*. All payments (items may be combined into one payment) are made out to **GSSWH**, preferably by check or by credit card, and a receipt must be obtained from the Treasurer, GSSWH, when available on site. **An advance payment (25% of the anticipated total payment) is desired but is not required**, but a confirmation to host the GSSWH service(s) will help us schedule other events.

The GSSWH is committed to serving the community, and we would be more than happy to answer any questions. Please contact us via email: [secretarygsswh@yahoo.com](mailto:secretarygsswh@yahoo.com) or phone 281-498-5200 (GSSWH Office) or visit us at our official website [www.gurdwaraswh.com](http://www.gurdwaraswh.com)