



新加坡基督教长老会圣恩堂  
**HOLY GRACE PRESBYTERIAN CHURCH**

408-B Upper East Coast Road  
 Singapore (466484)  
 Tel: 6241-1154  
 Fax: 6443-0102  
 Email: admin@holygrace.sg

**WEDDING APPLICATION FORM**

Note: This wedding application form shall be duly completed and submitted by hand to the Church Admin Office.  
 (Both applicants must be baptized Christians from any non-catholic church recognized by the Presbyterian Church of Singapore).  
 (Please attach photocopy of your NRIC / baptism certificate for verification)  
 (By filling out this form, you hereby given consent to Holy Grace Presbyterian Church to collect, process, use and disclose your data for the administration and to be contacted via text messages and voice calls for matter related to Holy Matrimony. Holy Grace Presbyterian Church will not use or disclose your personal data for other purposed and will take reasonable measures to protect your personal data from unauthorized access, use and disclosure.)

Applicants' Name: \_\_\_\_\_ / \_\_\_\_\_

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

Tel: (Office) \_\_\_\_\_ Home: \_\_\_\_\_ H/P: \_\_\_\_\_

Church / Organization membership: \_\_\_\_\_

Name of church member referral: \_\_\_\_\_ (for non-HGPC/AGPC wedding couple)

Name of wedding officiating pastor: \_\_\_\_\_ Name of wedding coordinator: \_\_\_\_\_

Tel: (Office) \_\_\_\_\_ Home: \_\_\_\_\_ H/P: \_\_\_\_\_

Date of Wedding: \_\_\_\_\_ Time: 11:00am - 1:30pm Guest : Max 350 pax

(Sanctuary hall will be open for decoration three (3) hours before the wedding ceremony.)

Special arrangements required (please specify): \_\_\_\_\_

**A For Non-Church Member (For One Sanctuary Hall Only)**

Fixed Donation: \$3,000 (2020)

**B Other Fees (for non-member)**

Damage/Cleanliness Deposit: \$1000 (refundable)

**Note:** The above fees are payable upon booking together with the application form.  
 For cheque payment, please pay to "Holy Grace Presbyterian Church"  
 The Church will close for wedding on Public Holiday.  
 Extra booking of sanctuary for 3hrs, cost at \$380 (Rehearsal & Deco) subject to it availability.  
 A penalty fee of \$1,000 will be imposed for any withdrawal for whatever reasons received.

We hereby confirm that we will abide by the rules and regulations relating to the rental/usage of the church premises and facilities for our wedding.

\_\_\_\_\_/\_\_\_\_\_  
 Bridegroom's Signature / Date

\_\_\_\_\_/\_\_\_\_\_  
 Bride's Signature / Date

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

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

NRIC No: \_\_\_\_\_

NRIC No: \_\_\_\_\_

**FOR OFFICE USE ONLY: DATE RECEIVED:** \_\_\_\_\_ **RECEIVED BY:** \_\_\_\_\_

# **WEDDING GUIDELINES AT CHURCH PREMISES**

## ***RULES AND REGULATIONS***

### **1 GENERAL:**

- 1.1 Smoking is strictly not allowed in any parts of the Church premises.
- 1.2 ***Eating and Drinking are not allowed in the 3<sup>rd</sup> storey Lobby, Sanctuary Halls and all prayer Rooms.***
- 1.3 Food catering for the wedding is allowed to be served and consumed **ONLY** at the 1<sup>st</sup> storey fellowship hall area.
- 1.4 No Cooking is allowed.
- 1.5 No pet is allowed in the church premises.
- 1.6 No car is allowed to park overnight in the Church's premises unless permission granted by the Church Building Management (CBM).
- 1.7 All cars are to be parked at the basement car park **ONLY** and in an orderly manner. If any vehicle is found to be parked indiscriminately or causing obstruction and inconvenience to other, the CBM and their representative will have the authority to direct the vehicle owner to re-park their vehicle.
- 1.8 No banners, posters or advertisement material etc will be permitted within the church premises without prior approval of the CBM.
- 1.9 No screws nail or devices of any type that may deface or damage the walls, floor, ceiling or furnishing etc are allowed to be used.
- 1.10 No painting whatsoever is allowed.
- 1.11 No decoration of whatever form is allowed to be glued, sewed or attached onto the curtains, Blinds, Wall, furnishings, lift etc. The decoration plan shall be submitted to the Church Building Management (CBM) at least 1 week before the wedding day.
- 1.12 No decoration of any sort is allowed on the Sanctuary stage unless prior approval is obtained. Notwithstanding this, no screws, nails or glue etc and no hanging of props, banners etc will be allowed to be used for decorations on the stage. The details of the decoration in the Sanctuary, eg. hanging of decorations etc shall be approved before installation.
- 1.13 The AV System: Only **Authorized** personnel are allowed to operate the AV system.  
A max of 5 microphones will be provided, subject to changes.
- 1.14 The existing church musical instruments available will be provided. Care is to be taken in the usage of these instruments and its restoration after use. Direct connection of other musical instruments to the AV system is strictly not allowed.
- 1.15 All other areas, except for the designated area for wedding and reception, are out of bounds to all wedding participants/guests.
- 1.16 The overall wedding coordinator is to ensure that everything is in order and premises are cleaned before handing over to CBM (Operation Manager).
- 1.17 The Church will not be liable for any loss or damage of any article brought into the Church premises by a member or his guest or any other person.
- 1.18 The Church will not be liable for any injury whatsoever or whosoever caused to a member, his guest or any other person.
- 1.19 Any damage to church property and equipment shall be reported to the Church Building Management office. All cost for repair / replacement of damage items will be determined by the Church Building Management Committee and shall be borne by the applicant.  
(Deductable from the deposit)

### **2 LOGISTICS:**

- 2.10 The Sanctuary Halls, Fellowship Hall, Reception Hall, Rooms and ancillary facilities are to be restored to its original arrangement after used.
- 2.11 No equipments or any other accessories are to be removed from the Sanctuary Halls / Fellowship Halls / Rooms or from place to place.

- 2.12 All lights, air-conditioning etc are to be switched off after use.
- 2.13 All decorations are to be removed immediately from the premises after the function. All equipment, musical equipment, etc which are brought into the Sanctuary Halls must be removed immediately after used. The Church reserves the right to dispose of any unclaimed property after the function.
- 2.14 **Please ensure that all garbage bags are tied up properly disposed off from the church premises.**
- 2.15 No electrical apparatus or fittings of any kind shall be attached to or used in conjunction with the existing electrical fittings without prior permission.
- 2.16 Instrument or props are not to be placed under or blocking the way of the fire extinguishers, exits or passageways.
- 2.17 The wedding coordinator is to ensure that car-park lots reserved for church staff are kept available.
- 2.18 Wedding rehearsal is to be conducted within 1.5 hours, and is limited to one rehearsal only. Request for additional rehearsal is subject to approval and will be chargeable for a lump sum of \$300.
- 2.19 Any special requests/requirements are to be submitted for approval at least 1 week before the wedding. There will be no such entertainment on the actual day.
- 2.20 Air-conditioning will be made available for one rehearsal and one wedding day only. The period of operation will be determined by CBM. No air-conditioning will be provided for decoration purposes.
- 2.21 The CBM (operation manager) shall liaise with the Bride/Groom/Coordinator only for all matters.

### **3 WEDDING INFORMATIONS:**

- 3.10 A deposit of \$600 (refundable) is required for the purpose to cover any damages to church equipment and property (including the restoration of order and cleanliness). The deposit will be refunded wholly or partially, subjected to the decision by the CBM (operation manager) is church property and equipment is in order and cleaned.
- 3.11 Rental Sanctuary Hall is from 11:00am to 1:30pm. Users must vacate the hall by 1:30pm (including photo-taking) otherwise extra charge will imposed at \$50.00 per 0.5 hour extension. Amount will be deducted from deposit.
- 3.12 A copy of the wedding programmed and timing is to be submitted one week before to the CBM (operation manager).
- 3.13 To give a copy of the wedding's programmed sheet to the CBM Office for filing.
- 3.14 **No confetti & Petal** in any form to be used during the wedding ceremony.
- 3.15 A penalty fee of \$1,000 will be imposed for any withdrawal for whatever reasons received.

#### **NOTE:**

**The Church Building Management reserves the right to amend any of the rules and regulations at any time they deem fit or necessary.**