



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 date 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 purposes and will take reasonable measures to protect your personal data from unauthorized access, use and disclosure.)

Applicants' Name: _____ / _____
Address: _____
Tel: (Office) _____ Home: _____ H/P: _____
Email Address: _____ / _____
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 220pax
(Sanctuary hall will be open for decoration at 8am.)
Special arrangements required (please specify): _____

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

Fixed Donation: \$4,180 (2022)

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

Damage/Cleanliness Deposit: \$1,000 (refundable)

- Note:**
- Booking procedure couple need to attend site briefing before submission.
 - The fees are payable upon booking together with the application form.
upfront payment amount \$5,180 by cheque/Cashier's/PayNow/Bank Transfer.
 - For cheque payment, please pay to "**Holy Grace Presbyterian Church**"
 - Extra booking of sanctuary cost for \$460 / \$370 for rehearsal (8pm to 9.30pm) & Deco (5pm to 8pm),
Subject to it slot availability.
 - Forfeit amount of \$1,000 will be imposed for withdrawal for whatever reasons received.**
(including COVID-19 pandemic period)

g. Church assign one sound crew and one logistic coordinator to assist wedding. (one rehearsal & one ceremony)

f. Couple arrange wedding coordinator/licensed solemniser/pastor/translator/emcees/ushers/cameraman /photographer/videographer/musicians/deco team/video & slide controller/traffic marshals/safe distance ambassador etc).

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

Name: _____

NRIC No: _____

_____/_____
Bride's Signature / Date

Name: _____

NRIC No: _____

FOR OFFICE USE ONLY: DATE RECEIVED: _____ **RECEIVED BY:** _____

Cheque or Cashier's Order: Bank _____ Cheque No. _____ Date: _____

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 3rd storey Lobby, Sanctuary Halls and all prayer Rooms.*
- 1.3 Food catering for the wedding is not allowed to be served during COVID.
- 1.4 No tea ceremony is allowed during COVID.
- 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: Max of 3 wireless and 4 cable microphones will be provided. (subject to changes)
- 1.14 The existing church musical instruments 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 to be done by sound crew on duty.
- 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 (assigned by couple) 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. (Deduct from the deposit)

2 LOGISTICS:

- 2.10 The Sanctuary Halls (level 3), Fellowship Hall & Reception Hall (level 1), 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 wedding hall before 2pm. All equipment, musical equipment, etc which are brought into the Sanctuary Halls must be removed immediately before 2pm. 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 \$460 from 8pm to 9,30pm. Additional decoration is subject to approval and will be chargeable for a lump sum of \$370 from 5pm to 8pm.
- 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.
- 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 \$1,000 (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 Ceremony at Sanctuary Hall is from 11:00am to 1:30pm. Users must vacate the hall by 2:00pm (including removing of deco and props) 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 & fresh petal** in any form to be used during the wedding ceremony.
- 3.15 **A forfeit amount 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.