



WEDDING APPLICATION FORM (FOR NON-MEMBERS)

4 How Sun Drive S'pore 538526 Tel: 62854322 Fax: 63832491 C/Reg. No: 197801655D
Operations Centre: 8 New Industrial Road #05-01 LHK3 Building Singapore 536200

Applicants are to read the "USE OF CHURCH BUILDING & FACILITIES FOR WEDDINGS RULES & REGULATIONS" before filling up and submitting the form to the Church Office.

APPLICANTS' PARTICULARS

	GROOM-TO-BE	BRIDE-TO-BE
Name as in NRIC: (underline surname)		
NRIC No.		
Marital Status:	Single <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/>	Single <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/>
Date of Birth		
Address:		
Mobile No.:		
E-mail:		
Church:		
Pastor of Church:		

APPLICANTS' DECLARATION

1. Are you both baptized believers and members of a local church?
Yes No

2. Have you both completed a marriage preparation course, pre-marital counselling or an equivalent?
Yes No

3. We have requested our church pastor to send a letter or an email addressed to Bartley's Family Life Pastor (family@bartley.org.sg) indicating our church membership, the reason for request, and the endorsement of our union.
Yes No

WEDDING & FACILITIES DETAILS

Date of Wedding: _____ Time of Ceremony (start to end): _____

Wedding Venue: Main Auditorium (Level 3) Hudson Taylor Hall (Level 2)

No. of Guests Expected: _____

Name of Wedding Coordinator: _____ Contact No.: _____

Name of Licensed Solemnizer: _____ Contact No.: _____

Name of Speaker: _____ Contact No.: _____

Wedding Reception: (Not available during Phase 3, pls see "Rules & Regulations for more details)

Void Deck (Level 1) The Meeting Point (Level 1 - additional \$275)

Roof Deck (Level R)

Tea/Meal Reception? Yes No

Name of Caterer: _____ Contact No.: _____

Will the church's musical instruments on stage be used? Yes No
(Please note that only competent musicians can use the keyboard, synthesizer and drum set on stage)

Other requests or relevant information: _____

DECLARATION OF INFORMATION

We have read the policy and agree to it.

We hereby declare that the information given to Bartley Christian Church and its staff is true, and we abide by the Rules and Regulations as stated in the following pages.

Name of Groom-to-be: _____ Signature: _____ Date: _____

Name of Bride-to-be: _____ Signature: _____ Date: _____

OFFICIAL USE ONLY

Payment Mode:	Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Online <input type="checkbox"/>	Cheque No:			
Total Amount:		Deposit Made:		Balance:	

Family Life Ministry

Facilities Executive

Approved Not Approved

Approved Not Approved

USE OF CHURCH BUILDING & FACILITIES FOR WEDDINGS RULES & REGULATIONS

1. Covid-19 Transition Phase amendment for all requested date falls during the current restrictions, until restriction and safe distancing are lifted by the R.O.M. (Registry of Marriages).
 - A. As of 20 November 2021 onwards, up to 1,000 people are allowed for re-opened venues for fully vaccinated attendees, or the safe capacity of the venue, whichever is lower. These limits exclude the licensed solemnizer, the interpreter (if required) and any other vendors allowed to resume business for your solemnization.
 - B. Amended venue capacity per recommended “safe management measures” are 30 Pax for Hudson Taylor Hall & 300 Pax for Main Auditorium. (With respect to Safe management measures of 5 sectors of 60pax).
 - C. Amended recommended rates are **\$500** for Hudson Taylor Hall and **\$1,500** for Main Auditorium without live worship.
 - D. Venues for meal reception will not be included, as no food or drinks allowed until otherwise stated by R.O.M.
 - E. A waiting/resting room is included, of up to 8 Pax in the room.
 - F. Recommended rates for Audio volunteer support (\$250 per volunteer) and “Red packet” for the cleaners (Recommended \$30 each) still applies.
 - G. Children aged 12 years and below, who are currently not eligible for vaccinations under the National Vaccination Programme, must not make up more than 20% of the overall attendees.
 - H. Special Provisions for Bride & Groom only to unmasked throughout the solemnization ceremony
 - I. Special Provisions for Singing of up to 10 individuals from the wedding party may unmasked during the worship segment.
 - J. Under the special provisions, the wedding couple and the 10 individuals from the wedding party are required to (i) undergo an Antigen Rapid Test (ART) minimally supervised by the authorised clinics; or have a valid PET within 24 hours prior to the end of the event.
2. PREAMBLE
 - A. Bartley Christian Church (and hereby, known as the ‘Church’) permits the use of her premises for Christian wedding as a fraternity member of the Body of Christ and to enable Christians to hold their wedding in the house of God. Therefore, both man and woman are to be certified baptized member of their respective churches, and henceforth both are required to submit a copy of their baptism certificate together with the deposit payable upon submission.
 - B. The Church’s role is that of a provider of facilities only and does not confer any responsibility or endorsement on the marriage. However, it is the due diligence of the Church to let out the premises to marriages properly solemnized or sanctioned by a recognized church. In this connection, a letter from the applicant’s church pastor is necessary.
 - C. Both applicants (man and woman) shall fulfill the legal requirements of the State for marriage and the stipulated procedures before holding their wedding at the Church, including engaging a Licensed Solemnizer to officiate their wedding ceremony.

3. BOOKING POLICIES

- A. Couples intending to hold their wedding at Bartley Christian Church are to submit the Wedding Application Form at least 3 months in advance and not earlier than 6 months.
- B. It is recommended that applicants check with the Facilities Executive for the availability of the Church on the desired wedding date before submitting the Wedding Application Form.
- C. Booking of the Church is on a first-come-first-serve basis.
- D. The submission of the application form, whether complete or incomplete, does not guarantee the availability of the Church for the wedding
- E. Applicants should contact the Facilities Executive at 6285 4322 or email booking@bartley.org.sg if they do not receive a reply 1 month after submission.
- F. The Church reserves the right to decline any wedding bookings over corporate Church events such as Christmas, Outreaches, Conference, Worship Services, etc.
- G. No application shall be accepted should the desired wedding date fall on any gazetted Public Holiday, Sundays or on any weekdays.
- H. The Church reserves the right to cancel or decline any bookings should there be a lack of or shortage of manpower personnel from the Church.
- I. The Church reserves the right to cancel any bookings should the information given in the application form is inaccurate or falsified, or if the intended wedding does not meet or follow the State's requirements and stipulated procedures, or if the applicants do not comply with the rules and policies spelt out in this Annex or with the instructions and regulations set out by the Facilities Executive.
- J. The Church reserves the right to cancel or change any bookings without prior notice.

4. RECOMMENDED RATES

- A. Applicants should note that the Church building and facilities are made available to members with a recommended rate to compensate utilities and other incurred costs.
- B. All cheques to Church should be crossed and addressed to "Bartley Christian Church".
- C. The recommended rates are **S\$1,300** for John Willis Hall and **S\$2,500** for Main Auditorium; which includes the use of:
 - I. Main Auditorium/John Willis Hall
 - Rehearsal – on the Tuesday or Wednesday before the wedding date for 3 full hours from 7.00pm to 10.00pm.
 - Decoration – 3 full hours on eve of the wedding day (if the wedding is before 10.00am) or on the actual day (if the wedding is after 10.00am). Please liaise the decoration time with the Facilities Executive.
 - Wedding – the time allocated for the whole event is 3½ full hours. After a ½-hour grace period, an additional rate of \$100 per hour applies.
 - II. Room 02-08 (Level 2) as a resting/holding room.
 - III. In-house Audio-Visual (AV) System
 - The Church requires the wedding couple to engage a minimum of 2 in-house AV Technicians for a recommended rate of S\$250 per person for their services at the Rehearsal and actual Wedding.

IV. Reception at Void Deck (Non-Airconditioned Area) or Roof Deck

- Wedding couples can choose to hold their reception at either the Void Deck (max capacity: 1,000 pax) or Roof Deck (max capacity: 200 pax).
- The in-house Audio-Visual system is available at either venue for a recommended rate of S\$300 per usage. Please consult the Facilities Executive if you require this.

V. In-house Cleaning Services

- The Church requires the wedding couple to engage the services of 2 in- house cleaners to clean up the venues before, during and after the wedding at the recommended rate of \$30 per person.
- Unless otherwise permitted, all wedding in John Willis Hall on Saturday must vacate the Hall with all wedding decorations completely removed by 1.00pm.

VI. Car Parking Space

- The Church has sufficient parking lots (75 at basement and 13 at open space) which can comfortably house 100 passenger vehicles, subject to availability on the Wedding Day.
- It is the prerogative of the wedding couple to inform the Facilities Executive should they expect more than 100 driving guests on the Wedding Day.

D. Confirmation Deposit:

- I. A non-refundable 50% deposit of the total recommended rate (includes the venue and services of the AV Technicians).
- II. A refundable deposit of S\$200 which will be used to make good any repairs, damages, replacements and/or additional costs incurred during the Rehearsal and/or Wedding Day. In such cases, applicants shall be liable to bear 50% of the total cost but limited to a maximum of S\$2,000 in total for the claim.
- III. The deposit will be refunded not later than one month after the wedding if there is no claim. Wedding couples should contact the Facilities Executive if they do not receive their refund 1 month after the wedding.

E. Balance Amount: the remaining 50% of the total recommended rate, and S\$60 for the cleaners shall be paid on the Wedding Day.

5. ADDITIONAL AMENITIES/EQUIPMENT

- A. Basic wedding logistics (i.e. reception tables, chairs) are available for use. Please discuss with the Facilities Executive for more information.
- B. Any request for additional amenities/equipment (i.e. unity candle table, communion table) is to be made on the Application Form, including any engagement of professional service providers (music bands, professional sound equipment).

6. DECORATIONS

- A. The Church recommends wedding couples to keep their decorations simple and appropriate due to the aesthetical nature of the Hall/Auditorium.
- B. Preserve the sanctity of the Hall/Auditorium, especially the stage area. The Church reserves the right to remove any decoration that is considered sacrilegious or offensive to the Protestant Christian faith.
- C. Do not use nails, glues or other means of adhesive that can peel the paint or deface the wall/pillar, or furniture of the church, etc. Applicants shall be liable for any repair/damage cost incurred as a result of such acts.
- D. Only petal and bubble confetti are allowed in the Hall/Auditorium. Please check with the Facilities Executive if in doubt.

- E. Water and naked flame can be damaging and hazardous. Please seek prior approval from the Facilities Executive.

7. FOOD & CATERING

- A. The Church allows applicants to engage any food catering of their choice. However, applicants must inform the Facilities Executive of their decision.
- B. It is the prerogative of the applicant to inform the Facilities Executive if their caterer is leaving logistics overnight in the Church. If they fail to do so, the Church reserves the right to deny caterers from so doing.
- C. Applicants shall ensure that their caterers clear and collect back their logistics before 6.00pm on the Wedding Day.
- D. The Church requires applicants to arrange for their caterers to bring back and dispose their trash appropriately.
- E. Consumption of any alcohol or wine is strictly not allowed in the Church premise.

8. USHERS & MARSHALLS

- A. The Church requires the wedding couple to have sufficient signages to direction guests to the appropriate Hall/Auditorium. For this reason, the Church has signage stands for the wedding couple's use. Please check with the Facilities Executive for more details.
- B. In addition, the wedding couple shall station sufficient ushers to direct guests to the appropriate Hall/Auditorium, particularly at entrances and lift lobbies.
- C. It is the prerogative of the wedding couple to station sufficient traffic marshalls to control and direct traffic in/out of the Church's premises. The traffic marshalls shall also ensure that no guests park their vehicles along How Sun Drive or How Sun Walk, thus inconveniencing neighbours.
- D. Double parking in the basement and open space car park is not encouraged. Please discuss with the Facilities Executive for more information.

9. OTHER GENERAL POLICIES

- A. Food and beverages are not allowed in any of the rooms, including the Main Auditorium and John Willis Hall, except only at the Void Deck or Roof Deck.
- B. The air-conditioners in the Main Auditorium (including Foyer) and/or the John Willis Hall shall be progressively turned on with its temperature set by the Facilities Executive only.
- C. The movement of any furniture belonging to the Church is limited. Please discuss with the Facilities Executive for any of such movement. All furniture moved must be returned to their original position at the end of the Wedding, and applicants shall be liable for any repair/damage incurred as a result of such movement.
- D. Any items (particularly small furniture and portable equipment) brought into Church premise for the Wedding shall be removed at the end of the event. Applicants shall be liable for any removal charges incurred if they fail to do so.
- E. Consult the Facilities Executive if you have to leave personal items behind overnight in the Church. Please note that the Church will not be liable for any losses or damages for any items deposited in their care.
- F. Consult the Facilities Executive for permission to use the Church common amenities (i.e. Church pantry, sky terrace) and other resources (i.e. gardening tap).
- G. Do not take Church's property out of the Church premises without prior permission. Applicants shall be liable for any losses as a result of such acts.
- H. Applicants shall be responsible for the general cleanliness and order of the church premises and facilities entrusted to their use and promise to make good any damage and/or reimburse cost incurred to rectify the damage/disorder.

- I. Applicants shall be responsible for any excessive noise generated, especially at the Void Deck, and/or any unruly behaviour that may result from a neighbourly complaint. In such cases, the Church reserves the right to call for a cessation of the event/behaviour.

10. POLICIES FOR TECHNICAL SUPPORT

- A. The in-house Audio-Visual (AV) system in the Main Auditorium and John Willis Hall shall only be handled by authorized technicians. Please consult the Facilities Executive for more information and technical support if needed.
- B. Applicants are to bring their own laptop for visual presentations in the Main Auditorium and/or John Willis Hall. Any audio playbacks are advised to be recorded into portable media storages (i.e. DVD/CD-ROMs).
- C. Applicants are advised to bring their own musical instruments with the exception of the keyboard, synthesizer and the drums on stage where they are made available to the applicants in the Main Auditorium and/or John Willis Hall. However, the applicants shall be liable for any damages or repairs incurred on these loaned instruments from Church.

11. CHURCH INDEMNITY

- A. The Church shall not be held responsible or liable for any injuries, disabilities, death or any losses or damages arising from the use of facilities and equipment within the church premises.
- B. In the event of any dispute arising from the interpretation of these rules and regulations or from any circumstances not covered by the foregoing regulations, the decision of the Facilities Executive is final.

12. AMENDMENTS OF RULES AND REGULATIONS

- A. The Church reserves the rights to change these rules and regulations without prior notice.