

## WEDDING APPLICATION FORM (FOR MEMBERS)

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Operations Centre: 8 New Industrial Road #05-01 LHK3 Building Singapore 536200

Applicants are to read the “WEDDING POLICY” document and the “USE OF CHURCH BUILDING & FACILITIES FOR WEDDINGS RULES & REGULATIONS” in page 4 before filling up and submitting the form to the Family Life Ministry ([family@bartley.org.sg](mailto:family@bartley.org.sg))

### 1. APPLICANTS' PARTICULARS

	GROOM-TO-BE	BRIDE-TO-BE
Name as in NRIC: (underline surname)		
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.:		
Email:		
Church Status:	Member <input type="checkbox"/> Non-Member <input type="checkbox"/>	Member <input type="checkbox"/> Non-Member <input type="checkbox"/>
Cell Leader:		
Zone Leader:		

## 2. WEDDING & FACILITIES DETAILS

### 2.1 AT BARTLEY CHRISTIAN CHURCH

*(Fill in the following if wedding held at Bartley Christian Church)*

Preferred Wedding Date : \_\_\_\_\_ Time of Ceremony (start to end): \_\_\_\_\_

Alternative Wedding Date 1: \_\_\_\_\_

Alternative Wedding Date 2: \_\_\_\_\_

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

Tea/M 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: \_\_\_\_\_

### 2.2 OUTSIDE OF BARTLEY CHRISTIAN CHURCH

*(Fill in the following if wedding not held at Bartley Christian Church)*

Date of Wedding: \_\_\_\_\_ Time of Ceremony (start to end): \_\_\_\_\_

Name of Wedding Coordinator: \_\_\_\_\_ Contact No.: \_\_\_\_\_

Name of Licensed Solemnizer: \_\_\_\_\_ Contact No.: \_\_\_\_\_

### 3. 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: \_\_\_\_\_

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#### 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

\_\_\_\_\_  
Name and Signature

\_\_\_\_\_  
Name and Signature

## **USE OF CHURCH BUILDING & FACILITIES FOR WEDDINGS RULES & REGULATIONS**

1. Covid-19 Transition Phase amendment for all requested date falls during the current, until restriction and safe distancing measures 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 for Main Auditorium).
  - C. Amended recommended rates are **\$330** for Hudson Taylor Hall and **\$1000** 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. **BOOKING POLICIES**
  - A. The Church reserves the right to give priority to corporate Church events such as Christmas, Outreaches, Conference, Worship Services, etc., over any weddings.
  - B. The application shall be considered should the desired wedding date fall on any gazetted Public Holiday, or any weekdays (See point 4E for more details on any application on a Public Holiday). No wedding application shall be accepted should the desired wedding date fall on a Sunday.
  - C. The Church reserves the right to cancel or change any bookings subject to a notice period of not less than 6 months.
3. **RECOMMENDED RATES**
  - A. Applicants should note that the Church building and facilities are made available to members with a recommended rate to help defray operating and utilities costs.
  - B. All cheques to Church should be crossed and addressed to “Bartley Christian Church”.
  - C. The originally recommended rates are **\$400** for Hudson Taylor Hall and **\$1,300** for Main Auditorium; which includes the use of:
    - I. Main Auditorium/John Willis Hall/Hudson Taylor Hall
      - Rehearsal – on the Tuesday or Wednesday before the wedding date for 3 full hours from 7.00 pm to 10.00 pm.

- Decoration – 3 full hours on eve of the wedding day (if the wedding is before 10.00 am) or on the actual day (if the wedding is after 10.00 am). 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 based on the normal contribution rate per venue per hour.

II. Room 03-02 (Level 3) or 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.
- However, the Church recommends members to personally approach and engage our in-house AV Technicians, including appreciating their services for an amount at their own discretion. If the wedding couple is unable to find in-house AV Technicians, the Church will be happy to arrange for them at the recommended rate.

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 Meeting Point (max capacity: 80 pax) is available at an additional cost of \$275.
- The in-house Audio-Visual system is available at either venue for a recommended rate of S\$250. Please note that in-house AV Technicians must be trained to operate the system before they are engaged.

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 and Hudson Taylor Hall on Saturday must vacate the Hall with all wedding decorations completely removed by 1.00 pm.

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, if applicable).
- 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. Public Holidays – the use of Church premises and facilities on public holidays is only available to church members and subject to availability of personnel and venues for an additional 50% of the total recommended rate.

#### 4. 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).

5. 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.

6. 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 6.00 pm on the Wedding Day.
- D. The Church requires applicants to arrange for their caterers to bring back and dispose of their trash appropriately.
- E. Consumption of any alcohol or wine is strictly not allowed in the Church premise.

7. USHERS & MARSHALS

- A. The Church requires the wedding couple to have sufficient signages to direct 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 marshals to control and direct traffic in/out of the Church's premises. The traffic marshals 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.

8. 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 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 the 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 the 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.

#### 9. 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 the Church.

#### 10. 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.

#### 11. AMENDMENTS OF RULES AND REGULATIONS

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