

Living Hope Methodist Church
 20 Tampines St. 33
 Singapore 529259
 Tel: 65878810
 Fax: 65876558

APPLICATION FORM

Thank you for applying for the use of the premises of Living Hope Methodist for your wedding function. Kindly furnish your particulars by completing the details below for our necessary actions.

Particulars	
Name of Bridegroom _____	I/C No. _____
Member of LHMC Yes <input type="checkbox"/> No <input type="checkbox"/>	
If no, please state Church Affiliation _____	
Address _____	Contact No. Mobile: _____
_____	Residence: _____

Name of Bride _____	I/C No. _____
Member of LHMC Yes <input type="checkbox"/> No <input type="checkbox"/>	
If no, please state Church Affiliation _____	
Address _____	Contact No. Mobile _____
_____	Residence _____

<i>(Applicable to LHMC members only)</i>	
If address after the wedding is different from above, your new address will be:	

Date of Wedding _____	Time _____
Nature of Wedding Solemnization <input type="checkbox"/> Blessing <input type="checkbox"/>	
Date of Rehearsal _____	
Officiating Minister _____	
Coordinator's Name _____	Contact No. Mobile: _____
	Residence: _____

Facilities Required:

Sanctuary Chapel Reception Room Tea Reception Atrium

To be arranged with church office

Keyboard/musician: Yes No
AV Equipment/Crew Yes No

Note of Undertaking

We agree to abide by all the rules and regulations for the use of the premises of Living Hope Methodist. These terms and conditions (include those listed overleaf) are subject to amendment(s) by Living Hope Methodist Church as and when necessary, notice whereof may be given to us in such manner as Living Hope Methodist Church deems proper. We also confirm that the information given herein is true and correct.

Signed by

Bridegroom: _____ Bride: _____
Date: _____ Date: _____

Confirmation by the Pastor solemnizing the wedding:-

Name of Pastor: _____
Church: _____

Office Address: _____

Email Address: _____

Contact Nos.: Office: _____ H/P: _____ Residence: _____

I hereby confirm that the above information is true and correct

Signature of Pastor: _____
Date: _____

<u>FOR OFFICE USE</u>	
Application Date: _____	Administration Officer: _____
Deposit Receive: \$ _____	Cash <input type="checkbox"/> Check No. _____
Status of Application: Approved <input type="checkbox"/>	Not Approved <input type="checkbox"/>
Signature: _____	
Date: _____	

Rules & Regulations:

1. Please seek prior consultation with the Church Office for any decoration in the Sanctuary or any other premises in the Church.
2. Throwing of confetti or flower petals in the Sanctuary is strictly not allowed.
3. No food and drinks are allowed in the Sanctuary.
4. Smoking and consumption of alcoholic beverages are strictly not allowed within the Church premises.
5. In order to avoid any distraction during the wedding ceremony, photo-taking should only be done according to the Pastor's instructions and requirements.
6. Please assign a car park warden so that in the event if the car park is full, guests will be guided to park in the nearby vicinity and not in the Church driveway so as not to obstruct traffic.
7. Please do not use tapes and adhesive materials on the walls or wooden furniture such as the pews, pulpit, electronic equipment, wooden doors, etc.
8. The PA system must be operated by the technician, who is officially appointed by the Church, and this respective personnel will ensure that the necessary service is rendered during your wedding rehearsal and wedding day. You are to provide your own laptop for video/power point presentations.
9. Any request for musician should be channelled to the Church office in advance.
10. All weddings rehearsals need to be liaised with the Pastor-in-charge or Minister who will be conducting the wedding. Please confirm your booking with the church office, it will be subject to the availability of the premises. Rehearsals should start at 7.30pm and end at 8.30pm. No extension will be allowed unless you have a valid reason.
11. Couple and their entourage are reminded to be present at least 5 minutes before the appointed rehearsal time.
12. Failure to notify the church of any requested changes of time or place may result in the forfeiture of the \$500 deposit.
13. Usage of the premises should not exceed 4 hours from the scheduled time of the wedding. Prior notice must be given to the church office should more time be required.
14. Order of Worship is to be finalized and approved 30 days prior to the wedding. Couple are responsible for the printing of the wedding worship service.
15. Donations for the use of the Sanctuary and Reception Hall should be made by cheque payable to "Living Hope Methodist Church" one month before the wedding date.

Use of Atrium for tea reception

1. Please do not move any items from the Atrium. Consult the church office if its really necessary to do so
2. Posters and pin-ups on the walls are not to be removed.
3. All accumulated waste generated by the wedding are to be disposed of by the couple's cleanup crew/caterer following the close of the wedding event.
4. Failure to do so will incur the additional charges levied by the church office in engaging cleaners subject to current market rate or \$50/hr whichever is higher.

General Rules and Regulation

1. All users are to meet with the LCEC/Property chairperson with regards to the decorations, one month before the event.
2. All decorations are to be cleared after the wedding is over. Rented chairs and tables are to be removed after the wedding.
3. Couple are responsible for the behaviour of the external agencies they engage on their wedding. Any damage to church property by such external agencies will be made good by the couple.
4. Please ensure that the premises are to be kept clean and tidy after use.
5. Payment shall be made one month before the event.
6. Report any damage(s) to the church office immediately. The cost of repair of damages will be charged accordingly.

Signature of Applicant/Date : _____Bridegroom.....Bride

USE OF CHURCH PREMISE FOR WEDDING

To help the Church defray the maintenance and operating expenses, the following donations are applicable:-

- | | |
|---|-------------------|
| A. Non- members | : S\$1,600 |
| ** B. Member's children | : S\$1,250 |
| C. Members of other Methodist Church | : S\$1,200 |
| D. LHMC members | : S\$ 800 |
- Usage of Nursery Room (Sundar Singh Room): \$50 subject to that there should be at least a adult to supervise the kids and to ensure the toys are put back properly after use.

** New category: Just introduce with effect from 1st June 2009 onward.

Note:

“Ang Pows” are to be given directly to the PA crew. As a guideline, the amount for Ang Pows should not be less than S\$80. Thank you.