



Wedding Venue Booking Form

Thank you for choosing Living Hope Methodist Church (LHMC) as your choice venue for your Holy Matrimony. Please complete the form with the necessary details and email to samuel@lhmc.org.sg.

Wedding Details

Date of Wedding: _____

Date of Rehearsal: _____

Personal Particulars

Name of Bridegroom: _____ NRIC: _____

Member of LHMC: Yes* No (Church Affiliation: _____)

Mobile: _____ Email Address: _____

Residential Address: _____

Name of Bride: _____ NRIC: _____

Member of LHMC: Yes* No (Church Affiliation: _____)

Mobile: _____ Email Address: _____

Residential Address: _____

**For LHMC members, please update Church Office of any changes to your residential address.*

For more information, please contact Church Office at 6587 8810 or email samuel@lhmc.org.sg.

Note of Undertaking

We agree to abide by the terms and conditions stipulated for the rental of LHMC premises. These terms and conditions (Annex A) are subject to any amendment(s) deemed fit by LHMC. We confirm that the information provided herein is true and correct, and agree to the Rental Fee of:

\$3,350
(Non- LHMC Members)

\$2,400
(Other Methodist Churches/
LHMC member's children)

\$1,500
(LHMC Members)

By submitting this form, I consent to LHMC collecting, using or disclosing my personal data for the purpose of Wedding Venue Booking matters. I also allow LHMC to contact me by phone, message, email and the like, in relation to the purpose indicated.

Signature of Bridegroom

Date:

Signature of Bride

Date:

Endorsement by Solemniser

Name of Pastor: _____

Name of Church: _____

Address: _____

Mobile: _____ Email Address: _____

Licensed Solemniser: Yes No

Signature of Pastor

Date:

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For Official Use Only

Date of Wedding: _____

Name of Couple: _____

Name of Solemniser: _____

Name of Church: _____

Rental Fee: \$3,350
[\$3,130+\$220 (AV)]
(Non- LHMC Members)

\$2,400
[\$2,180+\$220 (AV)]
(Other Methodist Churches/
LHMC member's children)

\$1,500
[\$1,280+\$220 (AV)]
(LHMC Members)

Amount	Cash / Cheque No.	Received By			Receipt No.
		Name of Staff	Signature	Date	

Remarks: _____

Approval by Church Office: _____
Signature of LHMC PIC

Date: _____

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Annex A - Terms & Conditions

- 1) The Church Office will notify you of your application, if approved, a \$500 deposit is required to confirm your booking. The Couple needs to be baptised members in their respective church(es).
- 2) Please seek prior consultation with the Church Office for any decoration in the Sanctuary or any other premises within the Church, at least a month before Wedding Day.
- 3) Wedding decoration set up must be done on Friday (2pm – 5pm), the day before Wedding Day. Throwing of confetti or flower petals in the Sanctuary, and the use of bubbles/ candles are strictly not allowed. Likewise, the altar table and kneeling pews cannot be decorated, rearranged, and the like.
- 4) No food and drinks are allowed in the Sanctuary.
- 5) Smoking and consumption of alcoholic beverages are strictly not allowed within the Church premises.
- 6) Car park lots to be allocated by the Church Office. Please assign car park wardens so that in the event the allocated car park lots are taken, guests are instructed to park in the nearby MSCP. No vehicles are allowed to park along the main road or at lots not allocated to the Couple, including vehicles by Couple's vendors. Carpark area is not an option for tea/ buffet reception.
- 7) Please do not use tapes and adhesive materials on all walls or wooden furniture such as the pews, pulpit, electronic equipment, wooden doors, etc.
- 8) The sound system must be operated by the technician, who is appointed by the Church Office and will ensure that the necessary service is rendered during your wedding rehearsal and Wedding Day. You are to provide your own laptop and manpower for video/powerpoint presentations.
- 9) Please confirm your wedding rehearsal date with the Church Office, subject to the availability of the Church premises. Rehearsals are scheduled weeknights at the discretion and approval of the Church Office and should start at 7.30pm and end at 8.30pm, within 2 weeks before the Wedding Day. No extension will be allowed unless you have a valid reason. Please take note the surcharge for extension of rehearsal time will be based on an hourly rate of \$175. Nevertheless, any extension of time is strictly subject to the approval of the Church Office.
- 10) Failure to notify the Church Office of any changes or cancellations 2 months before the Wedding Day will result in the forfeiture of the \$500 deposit.
- 11) Usage of the premises should not exceed 4 hours (8.30am to 12.30pm) on Wedding Day. Prior notice must be given to the Church Office should more time be required. Please take note that any extension exceeding the allocated time will be charged based on an hourly rate of \$175. Nevertheless, any extension of time is strictly subject to the approval of the Church Office.
- 12) The Couple is responsible for the printing of the bulletin for the wedding service.
- 13) The Couple is required to place a floral bouquet (Flowers: 100cm(height) x 80cm(width), Floral Vase/Holder: 30cm(length) x 20cm(breadth) at the altar table which is to be left behind after the Wedding Day. Other wedding decorations/ floral arrangements should be removed.
- 14) Please do not remove any items from the Atrium.
- 15) Existing posters and pin-ups on the walls are not to be removed.
- 16) All accumulated waste generated by the Wedding Day are to be disposed of by the Couple's caterer following the close of the Wedding Day. 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.
- 17) All decorations are to be cleared after the Wedding Day is over. Rented chairs and tables are to be removed on the same day of the wedding.
- 18) The Couple is responsible for the behaviour of the external vendors they engage on their wedding. Any damage to Church property will be made good using the \$500 deposit.
- 19) Please ensure that the Church premises are kept clean and tidy after use.
- 20) Full payment shall be made at least 2 months before the Wedding Day and deposit will be return within 2 months after the Wedding Day, if no damages are found after.
- 21) Report any damage(s) to the Church Office immediately. The cost of repair of damages will be charged accordingly.
- 22) In the event of cancellation of the booking within 2 months prior to the scheduled Wedding Day, the deposit will be forfeited.
- 23) Please submit a complete booking form. Incomplete booking form will not be processed.
- 24) Advance booking by Non-members can be made within 9 (nine) months prior to the Wedding Day.
- 25) Advance booking by other Methodist Church Members and LHMC Members' children can be made within 10 (ten) months prior to the Wedding Day.
- 26) Advance booking by LHMC Members can be made within 12 (twelve) months prior to the Wedding Day.
- 27) The Church Office reserves the right to change these Terms and Conditions, as it deems fit.
- 28) Payment for the use of Church premises should be made by cheque payable to "Living Hope Methodist Church".

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