

Wedding Venue Booking Form

Thank you for choosing Living Hope Methodist Church (LHMC) as your choice venue for your Holy Matrimony. Please complete and submit the form with the necessary details ONLY AFTER SITE VISIT. To fix an appointment for Site Visit, please email Samuel Bey at samuel@lhmc.org.sg with your preferred Wedding Date.

Wedding Details

Date of Wedding: _____

Couple Particulars

Name of **Bridegroom**: _____ NRIC: _____

Member of LHMC:

Yes No (Please state the Church you are attending: _____)

Mobile: _____ Email Address: _____

Residential Address: _____

Name of **Bride**: _____ NRIC: _____

Member of LHMC:

Yes No (Please state the Church you are attending: _____)

Mobile: _____ Email Address: _____

Residential Address: _____



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) deem 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: _____

Church Address: _____

Mobile: _____ Email Address: _____

ROM-Licensed Solemniser: Yes No

Signature of Pastor/Solemniser
Date:

Annex A - Terms & Conditions

Before Wedding Day

- 1) The Couple needs to be baptised members in their respective church.
- 2) Advance booking by LHMC Members can be made within 12 months prior to the Wedding Day.
- 3) Advance booking by LHMC Members' children or other Methodist Church Members can be made within 10 months prior to the Wedding Day.
- 4) Advance booking by non-LHMC Members can be made within 9 months prior to the Wedding Day.
- 5) After the Site Visit, please submit the original hardcopy of the Wedding Venue Booking Form, together with your church letterhead (if required) and the \$500 cheque deposit. Incomplete form will not be processed. Cheques should be made payable to "**Living Hope Methodist Church**".
- 6) The Church Office will notify you of your application, if approved, through a Whatsapp groupchat. All requests shall henceforth be made through the groupchat.
- 7) Please confirm your Wedding Rehearsal date through the groupchat, subject to the availability of the Church premises. Wedding Rehearsals are to be scheduled on weekday nights at the discretion and approval of the Church Office and should start at 7.00pm and end no later than 9.00pm, within 2 weeks before the Wedding Day. No extension will be allowed. Please take note that not ending on time will result in a surcharge of \$175.
- 8) The sound system will be operated by the soundcrew from LHMC and will be present during Wedding Rehearsal and Wedding Day. The Couple is to provide a laptop and manpower for PowerPoint and video presentation. The Couple can use the keyboard and drums set and must provide their own guitar and bass. All cables are provided.
- 9) 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 and candles are strictly not allowed. Likewise, the altar table and kneeling pews cannot be used, decorated, rearranged, and the like. No tapes and adhesive materials of any type to be used on any walls or wooden furniture such as the pews, pulpit, electronic equipment, wooden doors, etc. Please seek prior permission and approval through the groupchat if any such acts are required.
- 10) 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 cross, behind the altar table which is to be left behind after the Wedding Day. All other wedding decorations and floral arrangements in Sanctuary must be removed by 12.30pm on Wedding Day.
- 11) 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. Full payment shall be made at least 2 months before the Wedding Day.

On Wedding Day

- 12) Usage of the Sanctuary is from 8.30am to 12.30pm on Wedding Day while other locations can be occupied till 2pm. The Church will be opened from 8am. 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.
- 13) No food and drinks are allowed in the Sanctuary.
- 14) Smoking and consumption of alcoholic beverages are strictly not allowed within the Church premises.
- 15) Please do not move or remove any items. Seek approval in the groupchat.
- 16) Carpark lots to be allocated by the Church Office. The Church Office recommends that the Couple assign carpark wardens to ensure the carpark lots are fully utilised and in the event the allocated carpark lots are filled, guests are instructed to park in the nearby MSCP. No vehicles are allowed to park along the main road, at Red Lots or at any lots not allocated to the Couple.
- 17) All accumulated waste generated on 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 in engaging cleaners subject to current market rate or \$50/hr, whichever is higher.
- 18) All wedding decorations are to be cleared after the Wedding Day is over. Rented chairs and tables are to be removed and vendors cleared from Church premises by 3.30pm on Wedding Day.
- 19) The Couple is responsible for the behaviour of the external vendors they engage on their Wedding Day. Any damage to Church property will be made good using the \$500 deposit. Report any damage(s) to the groupchat immediately.
- 20) Please ensure that the Church premises are kept clean and tidy after use.

After Wedding Day

- 21) \$500 deposit will be return within 2 months after the Wedding Day, if no damages are found.