

**BETHEL ASSEMBLY OF GOD**

WEDDING FACILITIES BOOKING FORM

TERMS AND CONDITIONSFOR BOOKING AND USE OF CHURCH FACILITIES FOR WEDDING

1. The Church premise is not opened for wedding use on Gazetted Public Holidays or when it clashes with church level activities.
2. Minimum six months booking notice period is required.
3. If the Church Calendar is not ready, the booking will be placed under “reserve”. It can only be confirmed when the church-level activities are finalised.
4. Only 2 time slots are available for booking. (i.e. 0900 – 1200 hr or 1530 – 1730 hr)
5. Booking is based on first-come-first-serve basis and is confirmed only upon payment. Church can support only one wedding per day.

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1. Date of Wedding: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Time slot: 0900 – 1200 hr or 1530 – 1730 hr

3. Member of Bethel Assembly: Yes No If “no” please indicate church you are attending\*:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \* Currently the facilities are open for booking by church members only.

4. Officiating Minister: Church will advise for church member.

5. For non-church member, please advise officiating minister.

 Officiating Minister: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Church: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. Facilities Required:

 Chapel (Up to 180 pax) Sanctuary (Minimum 180 pax)

7. Usage of Facilities:

a) Wedding Rehearsal - 7.30pm to 9.30pm (To arrange with church office)

b) Eve of Wedding Day for decoration - 5pm to 9pm

8) Preparation/holding room (Teochew Chapel) for the bride on Wedding Day: 0800 – 1130 hr

 or 1500nhr – 1800 hr

9. Decorations:

a) No pasting of double-sided tapes, pins, glue or blue tack is allowed on the walls, chairs, etc in the facilities.

b) No decoration is to be placed or pasted on the stage wall. All stage backdrop decorations must be placed on the stage floor.

Note: No throwing of fresh flowers, confetti, rice, etc in the Chapel/Sanctuary

(Please see next page)

10. Food:

a) No food is allowed in the Sanctuary and Chapels.

b) Food can only be served at the Lobby area. As the Lobby is also used for parking, an area will be cordoned for reception purpose.

11. Parking:

a) Only **one** parking lot is allocated for the wedding car at the Lobby.

12. Logistics:

a) Reception can only be held at the Lobby.

b) 100 chairs will be provided for the reception.

c) The couple is responsible for returning the booked areas in its original condition immediately after the wedding.

d) All decorations including those in the Chapel/Sanctuary must be removed immediately after the event. The responsibilities include clearing the reception areas, food wastes, keeping of chairs and other areas as directed by the FM staff.

e) All rubbish including food wastes and utensils are to be cleared by using the proper garbage bags provided for by the caterer. The couple is also required to provide manpower to dispose the rubbish as directed by FM.

13) Rates:

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| --- | --- | --- |
| Venue | Church Member (Bethelite) | Non-church Member\* |
| Sanctuary | $700 | $2,200 |
| Chapel | $400 | $1,200 |

1 rehearsal and 2 AV/Media crews will be provided. Booking is confirmed only upon payment.

\*Currently the facilities are open for booking by church members only.

A confirmation note will be sent to you upon receipt of payment which must be made upon booking.

(Cheque payment should be crossed and made payable to "**Bethel Assembly Of God**")

Please call the Church Office (Tel: 6741-2741) for confirmation if you do not receive

a reply from the FM staff **2** weeks after your submission.

Booked by:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact No. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Wedding Co-ordinator

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For Official Use

Form Received By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_