

PAYA LEBAR METHODIST CHURCH
5 Boundary Road, Singapore 549954
Tel: 6-2851234; Fax: 6-2854434

CHURCH WEDDING APPLICATION FORM
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If you are planning to use the church premises for your wedding, please contact the Church Office at tel: 6285-1234 ext. 134 for available dates. Once you have decided on a date, complete this *Church Wedding Application Form* and submit it to the church office for approval. Please note that the submission of this form does not mean that you are guaranteed the date indicated on the form. The Church Office will contact you to confirm the availability / non-availability of the premises.

Due to the many church activities, use of our church premises for wedding is reserved only for Paya Lebar Methodist Church (“PLMC”) members. At least one partner of the wedding couple planning to marry must be a PLMC member. Those attending confirmation classes or intending to attend confirmation classes are considered non-members until they are received into the membership of the church at the Confirmation Service. Only confirmed members are allowed to make a booking enquiry one year before their intended wedding date.

Exceptions may, however, be made if the couple is from another Methodist church that is undergoing a major renovation. This is subject to the approval of the PLMC Pastor-in-Charge. The couple must submit a written request from their Pastor-in-Charge seeking approval for them to use PLMC’s premises for their wedding, and stating the reason for the request.

INFORMATION REQUIRED (Please tick and / or fill in the blanks as appropriate)

Time: Weddings will be scheduled only on Saturdays. Two time slots are available:

[] Saturday, 11.00am [] Saturday, 2.30pm

Locations: **Wedding service** - Sanctuary

Reception - Fellowship Hall

Wedding Date: _____

Type of Ceremony: [] Solemnization [] Blessing

Name of Officiating Pastor: _____

If Officiating Pastor is not from PLMC, specify name of church _____

Attended Marriage Preparation Class: Yes / No

If “Yes!” specify where and when? _____

GROOM’S PARTICULARS

Groom’s Full Name: _____

Date of Birth: _____ NRIC No: _____

Address: _____

Contact No: _____ (Residence) _____ (Office) _____
(Mobile)

Occupation: _____ Religion: _____ PLMC Member: Yes / No

Marital Status: [] Single [] Divorced [] Widow

BRIDE’S PARTICULARS

Brides Full Name: _____

Date of Birth: _____ NRIC No: _____

Address: _____

Contact No: _____ (Residence) _____ (Office) _____ (Mobile)

Occupation: _____ Religion: _____ PLMC Member: Yes / No

Marital Status: [] Single [] Divorced [] Widow

PARTICULARS OF MARRIED COUPLE (AFTER MARRIAGE)

Address: _____ Residence Phone: _____

WITNESSES’ INFORMATION

[Both witnesses must be present on the wedding date to sign the certificate]

Witness Full Name: _____ NRIC No: _____

Relationship with Groom / Bride: _____
(E.g. Father / Mother / others – please specify)

Witness Full Name: _____ NRIC No: _____

Relationship with Groom / Bride: _____
(E.g. Father / Mother / others – please specify)

OTHER RELEVANT INFORMATION

Wedding Coordinator: _____ Contact No: _____

Caterer: _____ Contact No: _____

WEDDING GUIDELINES

Please refer to *Appendix A* for a list of the conditions governing the booking and usage of the premises. It is necessary that the wedding couple read and adhere to the conditions listed. Please confirm that both have read and agree to the conditions by signing below.

We, the undersigned, have read the “Fees & Conditions Governing Usage Of Paya Lebar Methodist Church For Wedding”. Our signatures indicate our acceptance of these conditions and we will apprise our wedding coordinator, florist, photographers, caterer, helpers and all other relevant persons of these conditions.

.....
Signature
Contact No

.....
Signature
Contact No

**FEES & CONDITIONS GOVERNING USAGE OF
PAYA LEBAR METHODIST CHURCH
FOR WEDDING**

1. FEES SCHEDULE

PLMC Member	S\$700
Non-PLMC Member	S\$1,400

The above fee covers the following:

- One rehearsal on a day scheduled by the church office.
- Sanctuary (for Wedding Service) and Fellowship Hall (for Reception) on wedding day.
- 1 AVA Personnel.
- 1 Musician e.g. organist.

Note:

- There will be an additional S\$80 charge per AVA Crew and/or musician if more than one is required. Prior request is necessary as manpower is subject to availability.
- There will be an additional S\$40 charge for the use of the Sanctuary projection system (the projection system is only allowed to be used for worship lyrics and/or evangelistic messages).

2. FEES PAYMENT

2.1 Fees are to be paid in full fourteen (14) days prior to the wedding date. Payment is to be made in the following manner:

	PLMC Member	PLMC Non-member
Cash	S\$280	S\$280
Cheque	S\$420	S\$1,120

Balance may be made either in cash or by cheque. If the latter, the cheque has to be drawn in favor of **PAYA LEBAR METHODIST CHURCH**.

- 2.2 Should a wedding be postponed or cancelled after payment is made, fees paid will be refunded to the couple. Notwithstanding this, the church reserves the right to withhold or deduct any such amount of expense that has been incurred to facilitate the preparations for the wedding.

Note:

There are other church activities going on in the church premises. As such, though the Fellowship Hall and/or Plaza and/or Jordan Hall may be booked for the wedding, there will be other church members passing through these locations.

2 WEDDING REHEARSAL

- 2.1 Wedding rehearsal is fixed on the Wednesday preceding the wedding day (e.g. if the wedding date is on Saturday, 7 July, the rehearsal date will be 4 July). Time of the rehearsal is 7.30pm. The couple and their wedding entourage must be present at least 5 minutes before the rehearsal time.
- 2.2 No changes to the wedding rehearsal day will be considered unless a good reason is given in writing to the officiating pastor. In such instance, at least three months' notice must be given.
- 2.3 Musicians appointed by the church and the AVA Personnel will be present at the rehearsal.

3 PERSONNEL

- 3.1 Request for officiating pastors who are non-PLMC based must be approved by the Pastor-in-charge prior to the request for use of PLMC premises for wedding.
- 3.2 Request for musicians who are non-PLMC based must be approved by the Director of Worship & Music.
- 3.3 The following personnel must be PLMC members:
- Organist
 - AVA technicians

4. EXTERNAL CONTRACTORS

- 4.1 Thirty (30) chairs will be provided by the church for use by the guests of the wedding couple, if required. This will be stacked in front of the Haven at the Fellowship Hall. If the chairs are used, the wedding coordinator must ensure that they are stacked back to the original position before leaving the church premises.

- 4.2 Any other requirements (e.g. additional chairs and / or tables) must be rented from external contractors. It is the responsibility of the wedding couple to make such arrangements. For the purpose of coordination, if arrangements are made for external contractors to supply tables, chairs, tentage, etc, this must be communicated to the church office at least one (1) month before the wedding day.
- 4.4 Information to be provided to the church office includes the following:
- Time and date of set-up
 - Quantity of external set-up
 - Exact location within the church premise
 - Type of furnishings
 - Name and contact person of external contractors
- 4.5 The wedding couple or their assigned person e.g. wedding coordinator is responsible for ensuring that the external contractors comply with whatever rules and regulations the church has. To ensure this, he must liaise and work closely with PLMC Facilities Executive.

5. CARPARK LIMITATION

- 5.1 The entrance to the car-park is from Joon Hiang Road. The wedding couple must make this known to the guests to prevent situations where the guests try to get into the car-park through Boundary Road, which is the carpark exit.
- 5.2 The wedding couple is allowed to park their car at the drop-and-pick-up point of the church.
- 5.3 Carpark lots in the church are limited. There will be no reservation of carpark lots for the guests of the wedding couple as there are also other church activities going on at the same time. Availability of parking lots is on a first-come-first served basis.
- 5.3 To eliminate any unpleasant encounters between church personnel and guests of wedding couple, the wedding couple should inform their guests to park at the nearby HDB carpark lots if the church carpark is full. No parking is permitted along Joon Hiang Road.

6. DECORATIONS

- 6.1 No decorations are allowed to be attached to the pews, furniture or walls by thumb-tacks, pins, glue and/or adhesive tape.
- 6.2 For decorations on the pews and altar railing in the Sanctuary, use plastic wires only. Decorations at the reception area in the Fellowship Hall are to be tied to the pillars.
- 6.3 All decorations must be removed immediately following the wedding ceremony and/or reception.

7. FOOD AND DRINKS

- 7.1 No smoking and alcoholic beverages are permitted in the church premises.
- 7.2 No food and drinks are permitted in the Sanctuary.

8. CATERER

- 8.1 No open flame is permitted in the church premises.
- 8.2 The wedding couple must inform the caterer to drive their vehicle to the drop-and-pick-up point. Under no circumstances should they drive their vehicle into the church Plaza (open space between Sanctuary and Covenant Centre building).

8. FACILITIES

- 8.1 No rice, confetti and flower petals are permitted in the church premises.
- 8.2 No furniture and/or items in the Sanctuary and reception areas are to be moved without prior approval from the PLMC Facilities Executive. If approval is granted, the Wedding Coordinator must ensure that all moved furniture and/or items are returned to its original location **immediately** after the wedding ceremony and/or reception.

9. PREMISES CLEANLINESS

- 9.1 Couple must ensure that cleanliness is maintained at all times. The caterer must provide sufficient refuse bag to prevent overflow of refuse.
- 9.2 All rubbish or waste from the wedding is to be cleared completely by the couple's clean-up crew and/or caterer immediately after the close of the wedding event.

10. FLORAL ARRANGEMENTS

- 10.1 The wedding couple is responsible for looking into the floral arrangements to be placed at the front of the Sanctuary, i.e. altar area.
- 10.2 The flowers placed at the altar area for the wedding **cannot** be removed. The flowers will remain the property of PLMC for use at the Sunday worship services.
- 10.3 In the event there is more than one wedding ceremony on the same day, both couples must liaise with one another on the floral arrangements and decorations. If the couple in the later time slot is not agreeable to use the same flowers and /or decorations used by the earlier couple, the first couple must vacate the sanctuary by 12.30pm. This is to allow sufficient time for the second couple to place their own flowers and /or decorations.

11. PHOTOGRAPHY / VIDEO GUIDELINES

11.1 During the wedding, video persons / photographers must ensure the following:

- No discharging of flash gun during photo-shoot of wedding service
- Minimize movement to avoid distraction to the service
- Observe all instructions given by the officiating pastor and appointed church staff administering the event

11.2 Friends and relatives of the couple are often un-acquainted with the rules of photography / video taking. They should be informed and requested to observe the rules.

12. NON-LIABILITY

12.1 The church assumes no responsibility for any damage and/or loss of equipment and other items brought into the premises by the wedding couple and guests.

12.2 The church is not liable for any accident or injuries that wedding couple and / or guests may suffer while at the church premises.