



**APPLICATION AND AGREEMENT for the Use of
Sengkang Methodist Church (SKMC) Premises for WEDDING (Non-Members)**

PERSONAL INFORMATION

GROOM

Name: _____
Contact Number(s): _____ (Mobile) _____ (Home)
Email: _____
Member of which Church: _____

BRIDE

Name: _____
Contact Number(s): _____ (Mobile) _____ (Home)
Email: _____
Member of which Church: _____

Address after Marriage: _____ S _____

Have you attended a marriage preparation course? Yes No

If not, are you planning to attend a marriage preparation course? Yes No

WEDDING DETAILS

Wedding Date: _____ Time Slot: 8 am – 12 pm 6 – 10 pm

Rehearsal Date: _____ Time Slot: 10 am – 1 pm (Saturday) 7 – 10 pm

Decoration Date: Eve of Wedding Time: 4 – 8.30 pm

FACILITIES NEEDED

- Level 2 Sanctuary (350 seats) | \$3300
- Level 2 Sanctuary (350 seats) + Level 3 Mezzanine (250 seats) | \$3900
- Level 2 Sanctuary (350 seats) & Level 1 Atrium | \$3700
- Level 2 Sanctuary + Level 3 Mezzanine (600 seats) & Level 1 Atrium | \$4100
- Additional Room for Tea Ceremony

CONFIRMATION BY THE PASTOR SOLEMNISING THE WEDDING

Name: _____ Email: _____

Church: _____ Mobile Number: _____

I confirm that all the above information is true and accurate.

Signature of Pastor & Date



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GENERAL TERMS AND CONDITIONS

1. The draft order of wedding service must be submitted alongside the application form for approval by SKMC's Pastor-in-Charge. The Pastor reserves the right to propose amendments to the Order of Service.
2. Partaking of Holy Communion shall not be included in the wedding service.
3. All damage(s) to property must be reported to the church office immediately. The cost of repairing the damaged property will be charged.
4. All decorations, including interiors, exteriors, and other materials, must be cleared after the wedding. Rented chairs and tables must be removed on the same day, after the wedding service.
5. Applicants must supply their manpower to remove and rearrange furniture. The church will only be responsible for supervising the move.
6. Applicants are strongly encouraged to arrange for a site visit with the staff in charge at least one month before the wedding service for further discussion on facility, equipment, premises and decorations.
7. Please ensure that the premises are kept clean and tidy after use.
8. No smoking and consumption of liquor is allowed in the church.

TERMS AND CONDITIONS FOR THE USE OF SANCTUARY

1. Decorations should be done on the eve of the event between 4 pm and 8.30 pm.
2. Tapes or adhesive material are not to be used on walls or wooden furniture (pulpit, piano, etc)
3. No decorations are to be placed beyond the steps leading up to the pulpit, including the pulpit, both sides of the cross, and on the crosses.
4. Only floral arrangements are allowed on the altar. No floral arrangements are to be put on the Holy Communion table, piano and pulpit.
5. No furniture is to be moved.
6. The audio-visual system is to be operated exclusively by our authorised technician(s), and the settings and equalisations are not to be altered under any circumstances. Our technician(s) will assist with your rehearsal and wedding day. The rental fee **includes a \$300 contribution** as a love offering for the technicians' service.
7. The drums and keyboard are available for your use. Other church instruments (e.g., guitar) will not be provided.
8. Food and drinks are strictly not allowed in the Sanctuary.
9. Throwing of confetti is not allowed in the sanctuary.



**APPLICATION AND AGREEMENT for the Use of
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TERMS AND CONDITIONS FOR THE USE OF THE ATRIUM

1. The chairs and tables located in the atrium are available for use. They may only be repositioned to the side if they are not required. Any additional tables and chairs necessary may be procured externally at your own cost.
2. Posters and all affixed materials on the walls must remain undisturbed.
3. Any props or decorations affixed to the walls must use 'Blu Tack' or other removable adhesives to avoid damage to the surface.

PAYMENT TERMS

1. A 50% payment is required within one month of confirmation, along with a refundable deposit of \$800.00 as a security deposit to cover potential property damage.
2. SKMC will forfeit the 50% deposit should the applicants give less than three months' notice of cancellation of the confirmed booking.
3. The mentioned refundable deposit of \$800.00 will be used for cleaning, repair or restoration costs, if necessary, as determined by the church's appointed vendor.
4. The remaining balance is due one month before the event.
5. Payment can be made via:
 - a. **PayNow** (UEN T00CC1467C) to Sengkang Methodist Church
Indicate "Wedding Booking [Date]" in the remarks and send a screenshot of the successful payment to office@skmc.org.sg.
 - b. **Bank Transfer** to:
Account Name: Sengkang Methodist Church
Bank Name: OCBC
Bank Account Number: 536817893001
 - c. **Cheque** - made payable to "Sengkang Methodist Church"



UNDERTAKING

We agree to abide by all terms and conditions pertaining to the utilisation of the premises at Sengkang Methodist Church. These terms and conditions are subject to amendments made by Sengkang Methodist Church as deemed necessary; notification of such amendments may be communicated to us at the discretion of Sengkang Methodist Church. Furthermore, we confirm that the information provided herein is true and accurate.

Signature of Applicants & Date:

Groom

Bride



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FOR SKMC OFFICE USE

Pastor-in-Charge's Signature & Date

Approved Rejected

Name of Administrative Executive: _____

Deposit received: \$ _____ on _____