

C) Love Offering (for usage of facilities & services)			
1	Confirmation Deposit (Refundable)	\$800	(For purpose of refund) Name as per bank A/c: Bank Name: A/c Number:
2	Sanctuary	\$2,800	For items 2 & 3: TPMC members: Special Rate Methodist members whose churches are under renovation: 20% discount
3	Reception Area	\$400	
4	AV Technician	\$200	
5	Cleaning Service	\$150	
<p>Note:</p> <ol style="list-style-type: none"> 1. Deposit must be made to confirm the booking. 2. Full payment to be made one month before the wedding. Refer to Appendix A for modes of payment. 			
<p>We have read the rules and regulations governing the use of Toa Payoh Methodist Church for our wedding and will abide by these rules as set out in Appendix A. We acknowledge that approval and termination of the booking is subject to the circumspection of the Pastor-in-Charge and Leaders.</p>			
_____ (Sign)		_____ (Sign)	
Name of Groom:		Name of Bride:	
Date:		Date:	
For Office Use			
Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	Signature of PIC/ OM		Total amount Payable: \$ <input type="checkbox"/> Paid
		Deposit Collected: \$800.00 <input type="checkbox"/> Paid	
Remarks:			

Appendix A
RULES & REGULATIONS
FOR USE OF FACILITIES FOR WEDDING



- Church facilities are available for use by members of Toa Payoh Methodist Church (TPMC).
- The church is not available for weddings on public holidays.
- Applications by non TPMC members will be considered on a case-by-case basis.
- Time slot for weddings on Saturdays:

Sanctuary (900 pax)	9.30am – 2.00pm
Courtyard	9.30am – 3.00pm

A) WEDDING REHEARSAL & PROGRAMME

- 1) Only one rehearsal of 3 hours is permitted.
 - a. This includes the worship team and special items (if any). All other preparation for the wedding ceremony should be done prior to the rehearsal and will be at the couple's own personal space and time.
 - b. Musicians are to bring their own earphones/headphones to use with the Personal Monitoring System as well as their own guitars.
- 2) The wedding programme (with breakdown details) is to be submitted to the Church Office one week before the wedding.
- 3) The wedding couple is to provide their own laptop for both the rehearsal and the actual day. All other necessary preparation materials (eg powerpoint slides - aspect ratio 16:9, videos, background music, etc) are to be prepared and supplied by the wedding couple, tested and be ready for use on the rehearsal day. The Church shall not be responsible for non-preparedness of such materials.

B) CATERER

- 1) No sit-down reception will be allowed in the Church premises; only buffet reception is permitted.
- 2) The caterer must provide sufficient trash bags and bins (minimum 6) for the wedding reception and must dispose of the refuse at its own refuse centre. Under no circumstances is the caterer allowed to dispose of the refuse within the Church or at any HDB Bin Centre. All rented tables/ chairs are to be collected by the caterer on the same day and within 2 hours after the wedding.
- 3) The buffet set-up can only be done a day before (between 3:00pm – 5:00pm) or on the morning of the wedding (between 9:00am – 11:00am).
- 4) The caterer is only allowed to bring in the rented tables and chairs between 3:00pm – 5:00pm, one day before the wedding.
- 5) The caterer must collect and clear the set-up by 5pm on the actual day.

C) DECORATION

- 1) All decoration and set-up can only be done one day in advance and during office hours. Decoration timing is limited to 2 hours.
 - Friday 3:00pm – 5:00pm
 - Saturday 10:00am – 12:00noon

- 2) No production of floral arrangement is to be done within the Church premises. The floral design and the layout plan for the Sanctuary are to be submitted to the Church Office for approval one month before the wedding.
- 3) Bridal car decoration is to be done outside the Church premises.
- 4) Decorations are to be removed within an hour after the wedding ceremony is over.
- 5) Please inform us if you are not leaving behind the main floral display for our Sunday Services.
- 6) Please note the following for decoration in the Sanctuary:
 - a. No confetti, flowers or flower petals to be thrown in the Sanctuary.
 - b. No soap bubbles and helium balloons in the Sanctuary.
 - c. No decoration to be attached or hung on the ceiling, wall, glass, doors/ windows of the Sanctuary.
 - d. No adhesive tapes, staplers or nails are to be used during decoration.
 - e. No candles along the aisle.
 - f. No pasting of notices around the church compound – 2 A4 frames with stands will be provided.

D) PARKING

Due to limited car park space, only 5 lots (inclusive of bridal car) will be allocated to the Wedding Team on the wedding day. The registration plate numbers of all 5 vehicles are to be submitted to the Church Office one week before the wedding for administration purposes.

E) WHAT'S PROVIDED

- 1) A team of authorized AV personnel will be appointed by the church for your rehearsal and wedding day. We provide:
 - a. 6 microphones
 - b. 4 microphone stands
- 2) The following musical instruments are available for use only by trained musicians:
 - a. Piano
 - b. 2 Keyboards (Yamaha CP88 & Yamaha MODX8)
 - c. 1 Electronic Drum Kit (Roland TD-50KVX)
- 3) 1 table (2.5 x 6 feet without skirting) will be provided on the chancel for signing of the marriage certificate.
- 4) 1 table (2.5 x 6 feet without skirting) will be provided outside the Main Entrance of the Sanctuary for the reception of guests.
- 5) There are 21 tables & 168 chairs at the Courtyard.
- 6) A holding room will be provided for the bride.

F) OPTIONAL ITEMS

Additional chairs and tables can be rented via a 3rd party. Please provide manpower for the chair arrangement.

PAYMENT

- 1) A deposit of \$800 is required for confirmation of booking and will be refunded 4 weeks after the wedding, if everything is in order.
- 2) Full payment must be made one month before the date of wedding.

3) All applicants are responsible for payment of any damage/ loss to property during the use of the facility.

4) Mode of Payment

a) Via PayNow/Paylah!

- i. Scan the QR code or enter the UEN "S87CC0509J"
- ii. Ensure Bank Account Name is "Toa Payoh Methodist Church A/C 1"
- iii. Indicate "WED" followed by your name under Reference.
- iv. Email to Bernice (bernice.ong@tpmc.org.sg) to notify us of the payment made.



b) Via Bank Transfer

- i. Bank & Account Number: DBS 005-003700-0
Bank Account Name: Toa Payoh Methodist Church A/C 1
- ii. Enter "WED" followed by your name under Reference.
- iii. Email to Bernice (bernice.ong@tpmc.org.sg) to notify us of the payment made.

c) Via Cash/Cheque

- i. Cheque made payable to "Toa Payoh Methodist Church" and indicate "WED" followed by your name on the reverse side of the cheque.
- ii. Mailing address for cheque: 480 Lor 2 Toa Payoh #04-01 Singapore 319641

G) OTHERS

Users must ensure that:

- 1) Premises are to be kept clean and tidy at all times.
- 2) No eating and drinking in the Sanctuary, Foyer & Holding Room.
- 3) No shifting of the kneelers, altar table and musical instruments in the Sanctuary.
- 4) No wastage of electricity and water.
- 5) No smoking, gambling and consumption of alcohol and drugs in the church premises.

H) PENALTY

Penalty will be imposed on the following:

Non-clearing of trash &/ or improper disposal of trash	\$200
Non-collection of tables and chairs by caterer within 2 hours after wedding	\$300
Violation of any items in C6, H1 – H5	\$150
Violation of any paragraph	\$50 each
Withdrawal/ Cancellation of booking 3 months or less before the wedding	\$800 (deposit forfeited)

All other regulations not specified here will apply as and when necessary at the discretion of the Church Administration.

I) INDEMNITY

The Church will not be held liable for injury, loss, or damage to any person or property on or about the premises or approaches hereto, however caused. The couple, their family, their invitees and their guests shall hold the church harmless and indemnified from and against any and all loss, damage or liability. Moreover, the couple shall pay any attorney's fees should liability be sought.

Summary of Timeline:

Time	Acton
1 month before wedding	Make full payment Submit plan for wedding decoration
1 week before wedding	Submit wedding programme Submit 5 official car license numbers
1 day before wedding	Wedding set-up at Courtyard Wedding decoration at Sanctuary