

FACILITIES BOOKING (WEDDING)
TERMS OF USE OF ANG MO KIO METHODIST CHURCH FACILITIES
FOR WEDDING SOLEMNIZATION OR BLESSING

The following terms apply to all bookings:

A) General

1. No booking may be initiated unless the wedding couple has submitted (in person) the duly completed Booking Form and paid the relevant initial deposit to Ang Mo Kio Methodist Church Joint Management Committee ("AMKMC JMC") c/o the JMC Administrative Officer. **All cheques are to be crossed and made to "Ang Mo Kio Methodist Church Joint Management Committee".**
2. Submission of the duly completed Booking Form does not mean that a booking has been confirmed. The JMC Administrative Officer and/or other church staff will contact the wedding couple to inform them on the availability of the premises approximately six (6) months prior to the intended date of use stated in the Booking Form ("ceremony date") and confirmation will be provided by email to the wedding couple's designated email address stated in their Booking Form.
3. The initial deposit paid by the wedding couple will be refunded to the person so specified in the Booking Form if the church premises are not available for use by the wedding couple on the ceremony date and at the time as indicated in their Booking Form.
4. After a booking is made and accepted by AMKMC JMC, the initial deposit will not be refunded if the wedding couple cancel the booking and/or they request a change of ceremony date and/or time which cannot be accommodated by AMKMC JMC.
5. The wedding couple is liable for any damages, expenses and/or losses caused to the church premises and/or facilities as a result of their use of the church facilities. AMKMC JMC and/or the owner of the church premises (the Secretary of the Trustees of the Methodist Church in Singapore) reserve all rights of recourse against the wedding couple for such damages, expenses and/or losses and may (without prejudice to other rights) deduct the same from the initial deposit.
6. Full payment for use of all church facilities booked (inclusive of all additional usage charges) must be made at least one (1) month before the ceremony date. The full amount must be paid without deducting the initial deposit paid at time of submission of the Booking Form. If not forfeited and subject to applicable deductions, the initial deposit will be refunded to the wedding couple (usually within a month after the ceremony date) by cheque made payable to the person so specified in their Booking Form.
7. The escalators in the church premises will not be in operation for use by the wedding couple and/or their families and guests.
8. The wedding couple and their party and friends are advised to have their meals outside the church on the wedding rehearsal day. No use of the fellowship hall is allowed on the wedding rehearsal day and food is not allowed to be consumed elsewhere in the church premises or grounds.
9. AMKMC JMC and/or the owner of the church premises reserve the right to cancel any confirmed booking:
 - a. if there is any breach of these terms of use by the wedding couple, their agents and/or guests; and/or
 - b. if AMKMC JMC and/or the owner of the church premises determine that unforeseen circumstances exist which prevent the provision of the church facilities and/or premises for use on the ceremony date and/or at the timeslot as indicated in the Booking Form.In the event of cancellation arising under b. above, the initial deposit will be refunded and AMKMC JMC and/or the owner of the church premises will have no further liability.
10. AMKMC JMC and/or the owner of the church premises reserve the right (acting in their respective absolute discretion) to change at any time and from time to time all or any terms of use relating to the church facilities and/or premises.

B) Applicable Rates

1. The current Standard Package rates are:

<i>Where groom and/or bride is/are:</i>	<i>Sanctuary 1 (Level 1) or Sanctuary 2 (Level 3) Package</i>	<i>Sanctuary 3 (Level 5) Package</i>
a. a <u>member</u> of Ang Mo Kio Chinese Methodist Church (CAC) / Ang Mo Kio Tamil Methodist Church (ETAC) / Ang Mo Kio Methodist Church (TRAC)	50% off full rate (S\$3,000): S\$1,500.00 + GST (currently @7%: S\$105) = S\$1,605.00 Initial Deposit: S\$750.00	50% off full rate (S\$2,500): S\$1,250.00 + GST (currently @7%: S\$87.50) = S\$1,337.50 Initial Deposit: S\$625.00
b. <u>immediate family</u> * of a member of Ang Mo Kio Chinese Methodist Church (CAC) / Ang Mo Kio Tamil Methodist Church (ETAC) / Ang Mo Kio Methodist Church (TRAC)	20% off full rate (S\$3,000): S\$2,400.00 + GST (currently @7%: S\$168) = S\$2,568.00 Initial Deposit: S\$1,200.00	20% off full rate (S\$2,500): S\$2,000.00 + GST (currently @7%: S\$140) = S\$2,140.00 Initial Deposit: S\$1,000.00
c. <u>member or immediate family</u> * of another Methodist Church in Singapore		

*Immediate family means parent or child

2. The above Standard Packages include:

- Use of one (1) Sanctuary for wedding ceremony and one (1) Fellowship Hall (Agape Hall on Level 1, Amstutz Hall on Level 3 **or Charis Hall on Level 5**) for wedding reception on the ceremony date and for the two-hour time slot as indicated in the Booking Form;
- Use of one (1) Sanctuary for one (1) rehearsal on a day (weekdays only) and at a two-hour time slot (either 7:30pm-9:30pm or 8pm-10pm) scheduled by the church office and confirmed by the JMC Administrative Officer.
- Use of a waiting room (for four hours) by the bride on the ceremony date as indicated in the Booking Form;
- Services of one (1) AV Technician authorized by AMKMC JMC to operate the AV equipment in the Sanctuary for the rehearsal and on the ceremony date and for the two-hour time slot as indicated in the Booking Form;
- Administrative (e.g. processing) charges; and
- Normal maintenance and cleanup after standard use on ceremony date.

3. There is an additional of **S\$200.00** for weddings held during the June and December school holiday periods with effect from 1st January 2019.

4. Use of facilities and/or services beyond those specified above are subject to availability and additional charges are payable. Such additional use must be confirmed by JMC Administrative Officer by email to the wedding couple's designated email address stated in the Booking Form.

5. Additional usage charges include:

<i>Additional Item:</i>	<i>Applicable Charge (no reductions allowed)</i>	<i>+ GST (currently @7%)</i>	<i>Total</i>
Use of Sanctuary 1 or Sanctuary 2 outside Package timeslot	S\$250/per hour	S\$17.50/per hour	S\$267.50/per hour
Use of Sanctuary 1 or Sanctuary 2 in addition to Package-allocated sanctuary			
Use of Sanctuary 3 outside Package timeslot	S\$200/per hour	\$14.00/per hour	S\$214.00/per hour
Use of Sanctuary 3 in addition to Package-allocated sanctuary			
Use of Package-allocated Fellowship Hall on ceremony date outside Package timeslot	S\$150/per hour	S\$10.50/per hour	S\$160.50/per hour
Use of another Fellowship Hall on ceremony date in addition to Package-allocated sanctuary			
Use of additional room(s)/canopy on ceremony date	S\$40/per room per hour	S\$2.80/per room per hour	S\$42.80/per room per hour
Use of power supply for fans/lights in tentage*	S\$100/per day	S\$7.00/per day	S\$107.00/per pay
Other items	<i>Please make inquiry with JMC Administrative Officer</i>		

* Subject to special approval being confirmed, with erection, use & removal of tentage in strict compliance with AMKMC JMC specifications and tentage contractor being approved. All costs, expenses & responsibility for tentage shall be borne by wedding couple.

C) Use of Sanctuary

1. The wedding couple are responsible for bringing their own accessories for the wedding ceremony, e.g. candleholders, unity candles, etc.
2. The wedding couple are responsible for bringing their own laptop for any video/PowerPoint presentation.
3. Do not shift the furniture and/or musical instruments in the Sanctuary.
4. If decoration of the Sanctuary is permitted only on the ceremony date itself, access will be permitted from 8-11am (for morning ceremonies) and from 11am-2pm (for afternoon ceremonies).
5. Where decoration is permitted on the night before the ceremony date (this is available subject to written confirmation from the JMC Administrative Officer), access is allowed only at precise times to be arranged with the JMC Administrative Officer (not starting earlier than 6pm nor ending later than 11pm). If decoration is done on the night before the ceremony date, additional hourly usage charges (see table at B) 4. above for rates) are payable for such Sanctuary use.
6. Decorations are not to be attached to the pews, furniture or walls using thumbtacks, pins, glue, stapler, adhesive tape or otherwise.
7. All decorations - except for the floral arrangements at the altar and pulpit stand - are to be removed immediately after the wedding ceremony ends.
8. No rice, confetti, flower petals and/or soap bubbles are to be used in the Sanctuary. Please do not litter.

9. Food and drinks are not permitted in the Sanctuary. Please respect the Sanctuary as a place of worship.
10. Smoking is not permitted throughout in the church premises and grounds.
11. We will not do a video recording of the wedding.

D) Use of Fellowship Hall(s) etc. for Wedding Reception

1. Do not shift the furniture, piano(s) and equipment in the Fellowship Hall(s) and any other areas for which your usage has been permitted.
2. We do not provide tables or chairs for the wedding reception.
3. No cooking/barbecue is allowed in the Fellowship Hall(s) and any other areas for which your usage has been permitted.
4. Use of the kitchen is not permitted.
5. No consumption of alcohol or smoking is permitted in the church premises and grounds.
6. The caterer is only permitted to set up the food, rented tables, chairs and decorations for the wedding reception on the ceremony date itself. If decoration of the Fellowship Hall is permitted only on the ceremony date itself, access will be permitted from 8-11am (for morning ceremonies) and from 11am-2pm (for afternoon ceremonies).
7. Where decoration is permitted on the night before the ceremony date (this is available subject to written confirmation from the JMC Administrative Officer), access is allowed only at precise times to be arranged with the JMC Administrative Officer (not starting earlier than 6pm nor ending later than 11pm). If decoration is done on the night before the ceremony date, additional hourly usage charges (see table at B) 4. above for rates) are payable for such Fellowship Hall use.
8. The wedding couple and the wedding co-ordinator are to ensure that the caterer provides sufficient trash bags for the wedding reception and ensure proper disposal of the accumulated waste generated by the wedding reception immediately after the wedding reception ends.
9. The caterer has to remove all leftover food and all rented tables, chairs and decorations immediately after the wedding reception ends.

E) Carpark

1. The wedding couple will be issued with 8 carpark entry coupons for vehicles not registered with the church. Access to the church basement carpark for unregistered cars requires use of the carpark entry coupons.
2. Two parking lots in the church basement carpark will be allocated for use by the wedding couple on the ceremony date. No parking is allowed near the entrance of the church building or premises.
3. There are limited carpark lots within the church. No reservation of carpark lots for the wedding guests is permitted as there may be other church activities going on at the same time. The availability of carpark lots is on a first-come, first-served basis (please note that the car parking entry coupons provided do not guarantee a lot is available).
4. The wedding couple are to inform their guests to park at the nearby HDB carpark lots (normal HDB parking rates apply) if the church basement carpark is full. The wedding couple are to assign one or more carpark wardens to direct the flow of traffic and guide their wedding guests.

F) Exclusion of Liability

1. AMKMC JMC and/or the owner of the church premises are not liable for any damage and/or loss of equipment, property and/or items brought into the church building, premises and/or grounds by the wedding couple and/or wedding guests.
2. AMKMC JMC and/or the owner of the church premises are not liable for any and any accidents or injuries which may be suffered by the wedding couple and/or the wedding guest whilst in the church building, premises and/or grounds.

CONFIRMATION OF UNDERSTANDING & AGREEMENT

We confirm that all particulars provided by us in our Facilities Booking Form for Wedding Ceremony are true and accurate.

We acknowledge that we have received a copy of the terms of use of the facilities and/or premises of Ang Mo Kio Methodist Church located at 1 Ang Mo Kio Street 21, Singapore 569383, for our wedding ceremony and reception and understand the same. We agree to abide by all the aforesaid terms of use and will inform our wedding co-ordinator, florist, photographer, caterer, helpers, guests and all other relevant persons of these terms and undertake to ensure their compliance with the same.

We also acknowledge that Ang Mo Kio Methodist Church Joint Management Committee is collecting our personal data for our booking of Ang Mo Kio Methodist Church facilities for our wedding and we give our consent to Ang Mo Kio Methodist Church Joint Management Committee to collect, use and/or disclose our personal data to enable provision of services to us.

We also give consent to Ang Mo Kio Methodist Church Joint Management Committee or its representatives to contact us by telephone and/or email relating to our requested use of the church facilities for our wedding.

The Bridegroom:

Signature : _____

Name : _____

Date : _____

The Bride:

Signature : _____

Name : _____

Date : _____

Received by AMKMC JMC:

Person receiving: _____

Date : _____

Ang Mo Kio Methodist Church
 Joint Management Committee
 1 Ang Mo Kio Street 21
 Singapore 569383
 Tel: 6705 6195 Fax: 6705 6198
 Email: jaclynnlim@amkmc.org.sg

FACILITIES BOOKING FORM FOR WEDDING CEREMONY

- 1) Intended Date of Wedding Ceremony: _____
 (dd/mm/yyyy)
- 2) Time of Wedding: Sanctuary @ 11am-1pm & Fellowship Hall @ 12pm-2pm ☐
or Sanctuary @ 2pm-4pm & Fellowship Hall @ 3pm-5pm ☐
- 3) Facility Preferences:
 Sanctuary 1 (Level 1) ☐ or Sanctuary 2 (Level 3) ☐ or Sanctuary 3 (Level 5) ☐
 Fellowship Hall: Agape Hall (Level 1) ☐ or Amstutz Hall (Level 3) ☐ or Charis Hall (Level 5) ☐
- 4) Nature of Wedding: Solemnization ☐ or Blessing ☐
- 5) Wedding Couple's Particulars:

BRIDEGROOM:

Name in NRIC: _____ Signature: _____	Recent Photograph
NRIC No.: _____ Date of Birth: _____ (dd/mm/yyyy)	
Address: _____ Singapore ()	
Contact No.: _____ (Mobile) _____ (Residence) _____ (Office)	
Email Address: _____	
Member of AMKMC: ☐ Yes (TRAC/CAC/ETAC) ☐ No	
If no, please state Church Affiliation _____	

BRIDE:

Name in NRIC: _____ Signature: _____	Recent Photograph
NRIC No.: _____ Date of Birth: _____ (dd/mm/yyyy)	
Address: _____ Singapore ()	
Contact No.: _____ (Mobile) _____ (Residence) _____ (Office)	
Email Address: _____	
Member of AMKMC: ☐ Yes (TRAC/CAC/ETAC) ☐ No	
If no, please state Church Affiliation _____	

- 6) Please use as our designated email address:
 Bridegroom's email ☐ or Bride's email ☐

7) Any refund(s) to be returned by cheque made out to: _____
at Bridegroom's address ☐ or Bride's address ☐

8) Wedding Co-ordinator:

Name: _____	Contact No.: _____
Email Address: _____	

9) Florist:

Name of Company: _____	
Contact Person: _____	Contact No.: _____

10) Caterer:

Name of Company: _____	
Contact Person: _____	Contact No.: _____

11) Wedding Details:

Name and Church of Pastor officiating: _____
Total No. of People attending the Wedding: _____

12) Special requests (if any):

RECORD (FOR OFFICE USE ONLY)

Date of Application: _____
(dd/mm/yyyy)

Initial Deposit Paid: ☐ Cash Amount: \$ _____

☐ Cheque Chq/Receipt Details: _____

Payment Paid: ☐ Cash Amount: \$ _____

☐ Cheque Chq/Receipt Details: _____

Application Status: ☐ Approved ☐ Not Approved

Date Confirmation Email sent to Wedding Couple: _____
(attach copy of email)

Date of Rehearsal: _____ Time Slot for Rehearsal: _____
(dd/mm/yyyy)

AV Technician: _____

Date of Decoration: _____ Time Slot for Decoration: _____
(dd/mm/yyyy)

Wedding Ceremony Date: _____
(dd/mm/yyyy)

Wedding Ceremony: ☐ Sanctuary 1 ☐ Sanctuary 2 ☐ Sanctuary 3
Time Slot: ☐ 11am-1pm ☐ 2pm-4pm

Reception: ☐ Agape Hall ☐ Amstutz Hall ☐ Charis Hall ☐ Tentage
Time Slot: ☐ 12pm-2pm ☐ 3pm-5pm

AV Technician: _____

Additional Items (if any):
