

Paste Photo/Selfie
Here (Groom)

Paste Photo/Selfie
Here (Bride)

Wedding Service Booking Form

1 DETAILS OF THE COUPLE

a) Groom's Name (*Dr/Mr) _____ Date of Birth _____

Home Address _____

☎ _____ (H) _____ (O) _____ (HP)

Email address _____ *NRIC # _____
(**Pink/Blue/Others*)

Marital Status Single Widowed Divorced Registered Occupation _____

Baptised BRMC Member attending _____ (e.g. Sun, 8.30am) service

Regular Worshipper attending _____ (e.g. Sun, 8.30am) service

Non-BRMC Member, please state:

Name of Church _____ Name of BRMC Parent _____

b) Bride's Name (*Dr/Miss/Mdm) _____ Date of Birth _____

Home Address _____

☎ _____ (H) _____ (O) _____ (HP)

Email address _____ *NRIC # _____
(**Pink/Blue/Others*)

Marital Status Single Widowed Divorced Registered Occupation _____

Baptised BRMC Member attending _____ (e.g. Sun, 8.30am) service

Regular Worshipper attending _____ (e.g. Sun, 8.30am) service

Non-BRMC Member, please state:

Name of Church _____ Name of BRMC Parent _____

c) Address after marriage _____

_____ ☎ _____ (H)

d) Solemnization of marriage

Blessing of marriage

(Please submit a copy of your marriage certificate)

2 DETAILS OF THE WEDDING

- a) Date _____ Time Slot: 10.00am to 11.30am (maximum 1½ hours)
- b) Officiating Minister (Rev _____)
- c) Estimated number of guests _____ (maximum capacity is 500)
- d) Marriage Preparation Course completed Yes No

Place _____ Date: From _____ to _____

- e) Wedding outside BRMC, please state:

Venue _____ Time _____

3 CHURCH FACILITIES REQUIRED

- Sanctuary
- Solemnisation Table in Sanctuary
- Guest Reception Table at Sanctuary Entrance
- PA Technician (assigned by church)
- Organ (organist assigned by church, no other organist permitted)
- Piano
- Keyboard
- Use of Drum Set (without the drum sticks)

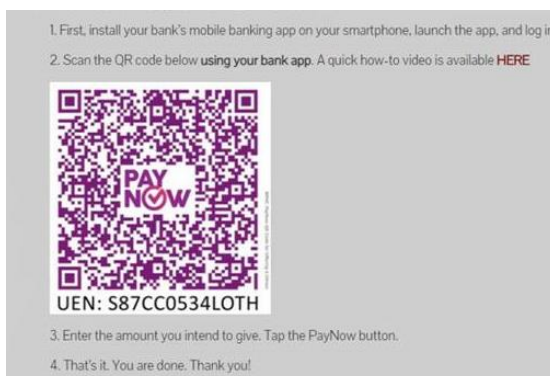
4 LOVE OFFERING

- a) Church member - total \$935 (including the use of Drum Set & Keyboard)
- \$550 for Sanctuary* - \$110 for PA Technician*
 - \$165 for Cleaner - \$110 for Organist/Pianist/Keyboardist* (engaged by church)
- b) Other Methodists - total \$2,695 (excluding the use of Drum Set & Keyboard)
- \$2,200 for Sanctuary* - \$165 for Organist/Pianist/Keyboardist* (engaged by church)
 - \$165 for Cleaner - \$220 for use of Keyboard
 - \$165 for PA Technician - \$220 for use of Drum Set

*** fee is for 1-hour rehearsal and the wedding day; additional fee payable for overtime** (members: \$110 per hour, non-members: \$165 per hour; subject to availability of the Sanctuary).

Please note : we have staff working overtime and our premises have large air-conditioning chillers. If you exceed the hour allocated, **we regret that we have to charge you for the additional hour allocated.** Therefore do arrive on time for the rehearsal.

Please use the BRMC QR code (below) to make payment 2 months before the wedding date and send us a screenshot after payment has been made.



5 WEDDING FLOWERS

- a) The Church Floral Stewards will do the wedding floral arrangements based on the selected floral package (see Annex 3 Floral Package Form for more details).
- b) We regret that we do not allow external florists or floral arrangers provided for by wedding planners.

6 REQUIREMENTS

This booking is subject to the approval of the Officiating Minister and attendance of Marriage Preparation Course.

7 THE COUPLE’S ACKNOWLEDGEMENT

We confirm that all the above particulars provided are true and accurate. We acknowledge that we have received a copy of the Terms and Conditions for Use of Facilities for Church Wedding. We hereby AGREE to abide by all the terms and conditions stated therein and will inform our wedding coordinator/planner, photographer, helpers and other relevant persons of these terms and conditions and undertake to ensure their compliance with the same.

We agree and consent to the collection, use and disclosure of our personal data in accordance with BRMC’s Data Protection Policy stated at <http://brmc.org.sg/category/faq/pdpa-policy>

All applications will be processed on a first-come-first-serve basis upon receipt of this Wedding Service Booking Form and relevant documents.

Incomplete application will not be processed. Ensure that you have affixed photos/selfies on page 1 of form and attach copy of the following documents:

- Groom’s NRIC (front and back)
- Bride’s NRIC (front and back)
- Marriage certificate (if applicable)

Signature of Groom _____

Signature of Bride _____

Date submitted _____

By submitting this form to Barker Road Methodist Church (“BRMC”), I hereby warrant that all the information I am submitting in this Form is true and accurate to the best of my knowledge. I further understand that any personal data which I have provided in this form may be processed by BRMC or any of its vendors and/or sub-contractors ("BRMC’s connected entities") both locally and overseas and I expressly consent to such processing for the purposes as set out in BRMC’s Privacy Notice available at

https://www.brmc.org.sg/wp-content/uploads/2023/10/PDPA_Sep_2023.pdf

I understand that any personal data disclosed by me will be retained by BRMC and its connected entities as long as any of the purposes set out in BRMC’s Privacy Notice remain valid.

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TERMS AND CONDITIONS FOR USE OF FACILITIES FOR CHURCH WEDDING

1 **Booking of Sanctuary**

- a) The BRMC Sanctuary is available for weddings on Saturdays only, from 10am to 11.30am (must vacate Sanctuary latest by 11.30am).
- b) No booking will be accepted if the date falls on a Public holiday, Chinese New Year Weekend, Holy Week and Boxing Day, or on other blackout dates as determined by the Church.
- c) The application will be processed only if (i) at least one of the bride or groom is an official member of BRMC, or (ii) at least one of the bride or groom's parents is an official member of BRMC.
- d) We regret that we will be unable to process incomplete application forms.
- e) All bookings are subject to the approval of the Officiating Minister.
- f) Bookings must be made at least 6 months in advance of the wedding date.

2 **Marriage Preparation Course**

- a) The Couple must undertake to complete the Marriage Preparation Course conducted by BRMC before their wedding date, failing which the application will not be processed.
- b) If the Couple wishes to undergo an external marriage preparation programme in place of BRMC's Marriage Preparation Course, they would need to provide programme details for evaluation of suitability.

3 **Officiating Minister**

- a) The Couple shall approach a Singapore Methodist pastor to serve as Officiating Minister.
- b) If the Couple wishes for a non-Methodist pastor to play a role in the wedding service (e.g. to give a homily), this should be discussed and agreed upon with the Officiating Minister.

4 **Wedding Flowers and Decorations in the Sanctuary**

- a) The Church Floral Stewards will do the wedding floral arrangements based on the selected floral package. They are not obliged to communicate with the Couple's wedding coordinator/planner or any florist appointed by the Couple nor entertain any variations to the design or theme of the selected floral package. *We believe that the Sanctuary is a place of worship and that wedding decorations should not compromise the sanctity of the worship service.*
- b) Other flowers, decorative arches and other decorations (inside or outside the Sanctuary) and the use of confetti, flower petals, soap bubbles, balloons, ribbons, etc. are **not** permitted.
- c) Kindly submit Annex 3 to confirm your selected floral package and make payment 2 months before the wedding date.
- d) All the floral arrangements are to be retained for the Church's Sunday Worship Services, otherwise the \$250 refundable deposit will be forfeited.

5 **Photography**

- a) Please ensure that your cameramen do not disrupt the wedding service. Spotlights must be stationary at all times. **No photography is allowed during prayers.**
- b) A maximum of 3 persons will be allowed.
- c) The Officiating Minister will exercise discretion in requiring all photography to be stopped if in his/her judgment the sanctity of the Worship Service is being compromised.

6 Videography/Livestreaming

- a) Please ensure that your cameramen do not disrupt the wedding service. Spotlights must be stationary at all times.
- b) A maximum of 3 persons will be allowed.
- c) Video and/or livestream cameramen are to bring in their own equipment and set up at a designated location provided by the church. Equipment testing can be carried out only on the day of the Wedding Rehearsal.
- d) The Officiating Minister will exercise discretion in requiring all videography/livestreaming to be stopped if in his/her judgment the sanctity of the Worship Service is being compromised.
- e) There is no data/Wi-Fi access in the Sanctuary and we do not provide any form of internet services or ports.

7 Communication

All communications regarding wedding arrangements with the Church are to be made by the Couple and not their representatives, parents, relatives, or friends.

- 8 We regret that we cannot allow pets/animals on Church premises.
- 9 We do **not** provide ring pillow or printing of service bulletin.
- 10 The Couple is responsible to recruit helpers such as worship leader, singers, musicians (except organist), wedding coordinator/planner, ushers, traffic wardens, registration and slideshow assistants, etc.
- 11 The Couple is responsible to bring a thumb drive containing the hymns/songs/slides to be used at the wedding.
- 12 Tea ceremony is **not** allowed on Church premises.
- 13 Pre/Post-receptions are allowed only on **ACS premises** (auditorium/canteen) and the Couple has to coordinate directly with ACS (see Contact List in Annex 1).
- 14 Kindly refrain from:
 - smoking within the entire Church, ACS campus, Methodist Centre complex (“the Complex”)
 - eating or drinking in the Sanctuary and the entrance porch
 - shifting of pews, other furniture, musical instruments and other equipment in the Church
 - erecting directional signs in the Complex
- 15 Car parking in the Complex for the wedding is complimentary but subject to availability. Please note that:
 - 4 parking lots will be reserved for the Couple
 - only the bridal car is allowed to park in the Church driveway
 - the Couple and their guests are not to park their cars in such a way as to obstruct traffic
 - the Church shall not be held responsible for any parking issues if there are other events held on the same day in the Complex
- 16 The Couple is liable for any damages, expenses and/or losses caused to the premises and/or facilities in the Church and/or in the Complex as a result of their use of these premises and/or facilities. The Church and/or the owners of the respective premises in the Complex reserve all rights of recourse against the Couple for such damages, expenses and/or losses whether caused directly by the Couple or by their guests and their agents.

- 17 The Church and/or the owner of the respective premises in the Complex reserve the **right to cancel** any confirmed booking,
- i) If there is a breach of any of these terms and conditions for use of the facilities by the Couple, their agents and/or guests.
 - ii) If the Church and/or the owner of the respective premises in the Complex determine that unforeseen circumstances exist which prevent the provision of the facilities and/or premises in the Church and/or in the Complex for use on the wedding date and/or time slot as indicated in the Booking Form.
- 18 The Church and/or the owner of the respective premises in the Complex reserve the right (acting in their absolute discretion) to change at any time all or any of these terms and conditions of use relating to the facilities and/or premises in the Church and/or in the Complex.
- 19 The Church and/or the owner of the respective premises in the Complex are not liable for any damage or loss of equipment, property or items brought into the Complex by the Couple and/or their guests and/or their agents.
- 20 The Church and/or the owner of the respective premises in the Complex are not liable for any accidents, injuries and/or deaths which may be suffered by the Couple and/or their guests and/or their agents whilst in any part of the Church and/or the Complex.

ANNEX 1
THE COUPLE'S WEDDING CHECKLIST

- 1 Once the Officiating Minister has agreed to officiate the wedding service, the Couple is to proceed to the Registry of Marriages (ROM), allowing at least 21 working days before the wedding day, to notify the ROM of their intended marriage. The Registrar will issue the Couple with a Notification of Marriage which is to be handed to the Officiating Minister as soon as possible.
- 2 To attend and to complete the Marriage Preparation Course and plan/design their wedding service.
- 3 The wedding service will be planned in consultation with the Officiating Minister. However, the Couple may begin preparations for the following:
 - Selection of the appropriate hymns/songs; scripture reading; vocal solo or choir anthem, if any
 - Recruit a wedding coordinator, ushers, traffic wardens, worship leader, singers, musicians (except organist), registration assistant, slideshow assistant and other helpers for the occasion.
- 4 A wedding rehearsal is to be arranged and the following persons are to be present at the rehearsal:
 - i) Bride and Groom
 - ii) Father of the bride or the person giving the bride away
 - iii) Bridesmaid, Best Man, flower girl, page boy
 - iv) Organist and/or pianist
 - v) Official photographer and video/livestream cameraman
 - vi) Wedding Coordinator
 - vii) Helpers involved in the wedding
- 5 The selected Floral Package is for floral arrangements in the Sanctuary and its entrance porch area. For other floral arrangements such as corsages for the wedding party, decorations for the car or reception venue, the Couple may engage and pay directly to a florist of their choice.
- 6 2 months before the wedding date, to submit to the Church office:
 - i) Annex 2 Details of Wedding
 - ii) Annex 3 Floral Package Form
 - iii) Payment for use of the Sanctuary and the selected Floral package + \$250 refundable deposit.
- 7 1 week before the wedding date, to submit bridal car plate number to the Church office to facilitate parking at the Church driveway.
- 8 Bring a black ballpoint pen for signing of the marriage certificate.

~ Wishing You A Blessed Wedding ~

CONTACT LIST:

BRMC CHURCH OFFICE:

- General enquiries: Ms Doris Lim ☎ 62564298; email address: doris.lim@brmc.org.sg

ACS BARKER ROAD:

- Wedding reception booking: Mr Suhadar M Yusoff, ACS Campus Manager ☎ 62561633; email address: suhadar_m_yusoff@moe.edu.sg

ANNEX 2
DETAILS OF WEDDING

| | |
|--|------|
| Name of Groom & Bride (Full Name) | |
| Wedding Date | Time |
| Rehearsal Date | Time |
| Wedding Coordinator | Tel. |
| Photographer | Tel. |
| Videographer | Tel. |
| Livestream Vendor | Tel. |
| Organist | Tel. |
| Pianist | Tel. |
| Keyboardist | Tel. |
| Drummer | Tel. |
| Worship Leader | Tel. |
| Reception in church: <input type="checkbox"/> No <input type="checkbox"/> Yes, venue: <input type="checkbox"/> ACS Canteen <input type="checkbox"/> ACS Auditorium | |
| We need advice on the following: | |
| | |

We confirm that all the above particulars provided are true and accurate.

Signature of Groom _____

Signature of Bride _____

Date submitted _____

****This form is to be submitted to the Church Office 2 months before the wedding, together with the selected Floral Package Form and e-payment for:***

- *the use of the Sanctuary*
- *the floral package*

ANNEX 3 (A)
FLORAL PACKAGE FORM (BRMC Members)

Name of Groom & Bride: _____

Wedding Day: _____ Time: _____ Contact: _____

| | |
|---|--|
| <input type="checkbox"/> Floral package - \$650 <input type="checkbox"/> Unity Candle - \$30 (lighter will be provided) Refundable Deposit - \$250 | Flower Colour (to tick ✓ one) WHITE <input type="checkbox"/> 80% white, 20% green <input type="checkbox"/> 80% white, 20% champagne <input type="checkbox"/> 80% white, 20% light pink <input type="checkbox"/> 80% white, 20% purple |
| <u>Location of wedding flowers</u> Altar Table 2 Entrance stands 1 guest reception table 1 solemnisation table | PINK (medium) <input type="checkbox"/> 50% white, 50% pink (light & medium) PINK (strong) <input type="checkbox"/> 30% white, 70% pink (medium & dark/fuchsia) |
| <u>Pew Decoration</u> 20 sets of ribbons/sash in cream colour Includes: 2 kneeling pillows 1 reception tablecloth 1 solemnisation tablecloth | PURPLE <input type="checkbox"/> 50% white, 50% purple (light & dark) GOLDEN <input type="checkbox"/> 50% white, 50% golden (coral, orange, champagne) |
| Couples are required to place \$250 refundable deposit for their wedding flowers. In the event that the flowers are removed from the Sanctuary, the deposit will be forfeited. | NON-WHITE: <input type="checkbox"/> Pastel <input type="checkbox"/> Strong 2-colour combination (to specify the 2 colours) _____ |

Special Request by the Couple to avoid using these flowers (list maximum of 3 types of flowers):

All flowers are to be retained for Church Sunday Worship Services and are not to be removed.

Whilst the Church Floral Stewards will use their best endeavours to provide the selected floral arrangements, changes will be made where necessary.

We confirm our agreement to the above terms and conditions.

Signature of Groom _____

Signature of Bride _____

Date submitted _____