BARKER ROAD METHODIST CHURCH

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 No.:_____
*(*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 No.:_____
*(*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: _____

2 DETAILS OF THE WEDDING

a) Date of Wedding:_____ (Time Slot: 10.00am to 11.30am, maximum 1.5hrs)

b) Please select one of the following options:

☐ Solemnisation of marriage OR ☐ Blessing of marriage

(Please submit a copy of your marriage certificate together with this application)

c) Officiating Minister: (Rev _____)

d) Estimated number of guests:_____(maximum capacity: 600)

e) Marriage Preparation Course completed?: ☐ Yes ☐ No

Conducted at:_____Course Date: from_____to _____

f) Only for Weddings conducted outside BRMC, please state: ("NA" if not applicable)

Venue:_____ Time: _____

3 CHURCH FACILITIES REQUIRED (please tick the selections)

☐ Sanctuary (for Wedding day 1.5hrs and Rehearsal day 1hr)
☐ Bride Holding Room (for Wedding day 1.5hrs)
☐ Solemnisation Table in Sanctuary (if you are signing the ceremonial certificate)
☐ 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 drumsticks)

4 LOVE OFFERING FOR SANCTUARY, WEDDING FLOWERS AND DEPOSIT

Appended below the fixed offering and deposit for the usage of the Sanctuary and Wedding Flowers.

Description	Fixed Donation	Refundable Deposit
Sanctuary (inclusive of cleaning, sound system, basic items listed above and organist assigned by Church)	$1,300	$ 700
Wedding Flowers Floral Package Optional: Unity Candle	 $ 900 $ 30	 $ 250
TOTAL:	**$2,230**	**$ 950**

Please note that our staff may be required to work overtime and our premises operate large air-conditioning chillers. ***Therefore, any extension beyond the stipulated time allocated for the rehearsal and the wedding day will incur additional charges.***

Please use the BRMC QR code (on the right) to make payment 2 months before the wedding date and send a screenshot to lilian.koh@brmc.org.sg after payment has been made. Please include your wedding date in the comment section of the e-payment, for eg. Wedding<date>.

UEN: S87CC0534LOTH

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.

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 a 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 the Sanctuary

a) Only the BRMC Sanctuary is available for weddings on Saturdays, from 10am to 11.30am. No other venues may be booked through the church office for wedding solemnisations. (The sanctuary will open at 9am for preparation and must be vacated by 11.30am. **Any overrun will incur additional charges**.)

b) No bookings 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 wedding application will be processed only if the bride and/or groom is an official member of BRMC (or currently attending Baptism and Membership Class).

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 and no more than 12 months before the wedding date.

2 Marriage Preparation Course

a) The Couple is required to complete the Marriage Preparation Course conducted by BRMC <u>before their wedding date</u>, failing which the application will not be processed.

b) If in extenuating circumstances the Couple wishes to undergo an external marriage preparation programme in place of BRMC's Marriage Preparation Course, they will 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 handle floral arrangements based on the selected package and will not entertain external requests or changes, as all decorations must uphold the sanctity of the Sanctuary.

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 <u>2 months</u> 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/ Videography/Livestreaming

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) 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.

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.

d) There is no data/Wi-Fi access in the Sanctuary and we do not provide any form of internet services or ports. Refer to the Annex 4 - AV Equipment List for more details.

6 Communication

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

7 We regret that we cannot allow pets/animals on Church premises.

8 We do **not** provide ring pillow or printing of service bulletin.

9 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.

10 The Couple is responsible to bring a laptop containing the hymns/songs/slides to be used at the wedding.

11 Tea ceremony is **not** allowed on Church premises.

12 Pre/Post-receptions are allowed only on **ACS premises** (auditorium/canteen) and the Couple must coordinate directly with ACS (see Contact List in Annex 1).

13 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

14 Complimentary parking is available in the Complex, subject to availability.
- four parking lots will be reserved for the Couple.
- only the bridal car may park in the Church driveway.
- cars must not be parked in a manner that obstructs traffic.
- the Church will not be responsible for parking issues arising from other events held on the same day.

15 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.

16 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.

17 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.

18 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.

19 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

☐ **Once the Officiating Minister has agreed to officiate**
- Proceed to the Registry of Marriages (ROM) to file the Notice of Marriage at least **21 working days before the wedding day.** For information regarding e-filing, please visit website: https://www.marriage.gov.sg/.
- Submit the **Notification of Marriage** issued by the ROM to the Officiating Minister as soon as possible.

☐ **Before the wedding**
- **Attend and complete** the Marriage Preparation Course.
- **Plan and design** the wedding service in consultation with the Officiating Minister.
- Prepare the following:
  - Selection of **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.

☐ **Wedding Rehearsal**
- It will be held on the **Tuesday of the wedding week, from 7:00 pm to 8:00 pm**.
- The Couple must ensure the following persons are present:
  i) Bride and Groom
  ii) Father of the Bride or person giving the Bride away
  iii) Bridesmaid, Best Man, flower girl, page boy
  iv) Organist and/or pianist, musicians
  v) Official photographer and video/livestream cameraman
  vi) Wedding Coordinator
  vii) Helpers involved in the wedding (e.g. slideshow assistant)

☐ **Floral Arrangements**
- The **selected Floral Package** covers floral arrangements in the **Sanctuary and Reception Table.**
- For other floral items (e.g. corsages, car or reception table decorations), the Couple will prepare on their own.

☐ **2 months before the wedding date**
- 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 selected Floral Package (including both refundable deposits).

☐ **1 week before the wedding date**
- Submit **bridal car plate number** to the Church Office to facilitate parking at the Church driveway.

☐ **On the wedding day**
- Bring a **black ballpoint pen** for signing of the ceremonial certificate, if applicable.

~ Wishing You A Blessed Wedding ~

CONTACT LIST:

BRMC CHURCH OFFICE:
- General enquiries: Ms Lilian Koh ☎ 62564298; email address: lilian.koh@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.:
Band Members and Roles (inclusive of Vocalists):	Tel. (for each Band Member):
Slides Operator:	Tel.:
Solemnisation Table: ☐ Yes ☐ No	
Reception in church: ☐ No ☐ Yes, venue: ☐ ACS Canteen ☐ 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
WEDDING FLOWERS – FLORAL PACKAGE

Name of Groom & Bride: _____

Wedding Date: _____Time: _____ Contact: _____

Description	Fixed Donation	Refundable Deposit
Wedding Flowers		
Floral Package	$ 900	$ 250
☐ Optional: Unity Candle	$ 30	-

Location of wedding flowers	Pew Decoration
Altar Table 2 Entrance Stands 1 Guest Reception Table 1 Solemnisation Table (depends on signing required)	20 sets of Ribbons/sash in cream colour 2 Kneeling Pillows 1 Reception Tablecloth 1 Solemnisation Tablecloth (depends on signing required)

FLOWER COLOUR (Please select ONE of the following options):

WHITE
- ☐ 80% white, 20% green
- ☐ 80% white, 20% champagne
- ☐ 80% white, 20% light pink
- ☐ 80% white, 20% purple

PINK (medium)
- ☐ 50% white, 50% pink (light & medium)

PINK (strong)
- ☐ 30% white, 70% pink (medium & dark/fuchsia)

PURPLE
- ☐ 50% white, 50% purple (light & dark)

GOLDEN
- ☐ 50% white, 50% golden (coral, orange, champagne)

NON-WHITE: ☐ Pastel ☐ Strong
2-colour combination (to specify the 2 colours)
_____, _____

SPECIAL REQUEST
Flowers to avoid (Please list a maximum of 3 flowers):
1) _____
2) _____
3) _____

Important Note:
- All flowers are to be retained for Church Sunday Worship Services and **ARE NOT to be removed.**
- In the event that the flowers are removed from the Sanctuary, the deposit will be forfeited.
- Whilst the Church Floral Stewards will use their best endeavours to provide the selected floral arrangements, changes will be made where necessary.
- Please submit this form together with the Details of Wedding and the full payment 2 months before the wedding date to the Church Office (lilian.koh@brmc.org.sg).

We confirm our agreement to the above Terms and Conditions.

Signature of Groom:_____ Signature of Bride: _____

Date Submitted:

ANNEX 4

AV AND WORSHIP EQUIPMENT LIST FOR SANCTUARY RENTALS V5

BACKLINE

a. 1 Drumkit - Ludwig Classic Maple Drum Kit with 22” Kick, 12” Rack Tom, 16” Floor Tom, 14x6.5” Ludwig Black Beauty Snare Drum. - **Drummer to bring own drumsticks**
b. 1 Set of Istanbul Agop Cymbals consisting of 15” Hi-Hat, 19” and 20” Crash, 24” Ride
c. Bass - **To bring own instrument**
d. Electric Guitar - **To bring own instrument**
e. Acoustic Guitar - **To bring own instrument**
f. Keyboard - Yamaha CP88 Stage Piano
g. Yamaha Baby Grand Piano
h. Vocals - 3 Sennheiser EW-DX Wireless Handheld Microphones with Neumann KK205 Capsules
i. Monitoring - 8 Sennheiser Spectera SEK Beltpack for Musicians and Singers, with KLANG:konductor for In-Ear Personal Mixing - **Wedding band to bring own IEMs. Please download KLANG:app from respective app store.**

VIDEO

a. 1 AV input at Front of House for Guest Laptop with 1 HDMI input, to distribute to all 4 LED Walls - **Wedding couple to bring their own laptop and operator**
b. 2 LED Walls at Front of Stage, 3m x 1.7m, 1.5mm Pixel Pitch
c. 2 LED Walls at Back Wall, 3m x 1.7m, 1.5mm Pixel Pitch

LIGHTING (Managed by in-house AV Technician)

a. 1 Set of DMG Luminaires for Stage Wash at 3200K
b. 1 Pair of Stage Spots for Altar Table at 3200K
c. 1 Stage Spot on Pulpit Area at 3200K
d. House Lighting at 3200K

AUDIO (Managed by in-house AV Technician)

a. 1 Yamaha Rivage PM3 with DSP-RX - Includes AV Technician for Operation of Console
b. 2 Yamaha Rio3224-D2 Stage Boxes, each with 32 inputs and 16 outputs
c. 1 Computer for Playback of Audio and House Music
d. 4 Sennheiser EW-DX Wireless Handheld Microphones with Sennheiser e935 Capsules for emcees, officiants and speeches
e. L-Acoustics House System consisting of X12, A10, SB15m and Soka
f. 1 mono audio output for recording feed from console to videographer