**Grace Assembly of God (“the Church”)**

**WEDDING APPLICATION FORM**

**Venue: GRACE@TANGLIN**

1. **RULES & REGULATIONS**
2. L1 Galilee (“hall”) is available for booking for weddings subject to availability.
3. Due to Church activities or manpower considerations, bookings on public holidays and Sundays are not considered.
4. Bookings would be for Weddings are held only on Saturdays.
5. The allotted timing for the hall is between 8:45am to 11:45am, inclusive of preparation and clean up. Actual ceremony should not exceed 1.5 hour. The hall must be vacated by 12 noon for preparation of the Saturday Church service.

All registrants are required to follow the rules, regulations, and procedures as follows:

1. **Booking, APPROVAL & CONFIRMATION**
2. Bookings of hall will only be considered upon completion of the Marriage Preparation Discipleship Program (MPDP) and submission of the booking form to the Family Life ministry.
3. Bookings must be made at least **1 year** in advance and is subject to verification by the Officiating pastor.
4. Wedding couples are advised not to publicize their wedding date until the booking is confirmed.
5. A confirmation email for the booking will be sent to the applicant **10 months before the wedding date** upon the receipt of the deposit and full payment.

**PLEASE Note:**

If you intend to sign your Marriage Certificate in Church, you will need to file a notice at the Registrar of Marriage (ROM) at least 21 days and up to 3 months before the date of solemnization. (Please refer to <http://www.ecitizen.gov.sg> for details). You are required to collect your marriage documents and canister from ROM as instructed by them. (Subject to prevailing ROM terms, this is usually five calendar days prior to solemnization).

1. **CHARGES AND DEPOSITS**

Premises available for wedding bookings are as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **Location** | **Facility** | **Seating Capacity** | **Rates1** |
| Grace@Tanglin 355 Tanglin Road | Galilee | 370 | $1,000 | Members & Regular Attendees |
| $1,200 | Children of members / regular Attendees |
| Gethsemane A (Cry room)  | Bride-Holding Area2 | Complimentary |
| Level 2 Koinonia Hall3 | Reception Free Seating |

***1 Rates are inclusive of a $300 refundable deposit and $350 for the service of the technical staff.***

***Please note that an additional $50 per hour or part thereof may be deducted from the deposit if wedding rehearsal/ceremony goes beyond the stipulated time.***

***The deposit will be refunded to you within 1 month after the event is over, and if no damages were found to church property, fixtures, etc.***

***2The bride holding area in Gethsemane A is complimentary and at no charge.***

***3 The use of Koinonia Hall for wedding reception will be in line with the government’s safe management measures. Additional disposal bin fee applies.***

1. **REHEARSAL**
2. A one-time **1-hour** wedding rehearsal at the Hall **between 7.30pm to 9.30pm** is accorded, either on a Tuesday or Friday, subject to availability.

# hall Decorations+, Carpark arrangements, etc.

***+Hall decorations & reception area will be in line with the government’s safe management measures.***

**Wedding Hall:**

1. No rearrangement of furniture, chairs, etc. in the wedding hall is allowed. This includes the positioning of the “signing table”, kneeling rail, and table for the lighting of unity candle.
2. Floral Decoration on the prior Friday evening between 7.30pm to 9.30pm is subject to hall availability. ***<If the Church has an event on the preceding Friday, any floral deco setup would have to be from the Saturday morning 8am onwards.>***
3. Please discuss and seek approval with the Facilities team for Decorations (including decorative materials). Typically, non-adhesive artificial flowers are allowed and restricted to the stage and along the aisle only. We do not allow materials laced with glitters as the particles may lodged in the hall furnishing and would be difficult to remove.
4. **Decorations and/or props of the Church must not be dismantled/removed** if it coincides with your wedding day.
5. We do not allow a) throwing of confetti, glitters, fresh or artificial flower, and b) party poppers, string foam spray, soap bubbles or expellant of any kind. This is due to the embedding of particles and stains in the hall furnishing and would be difficult to remove.
6. Wedding Aisle runners of any kind are not allowed due to safety consideration
7. No Pets of any kind are allowed in the church premise.
8. We encourage Photographers and video-cameramen to be suitably attired and discreet in carrying out their tasks. No more than 3 photographers and video-cameramen to be tagged for the occasion so they can be identified. Photography is limited to areas allocated for weddings.
9. For the purpose of security, and in the event of subsequent enquiry by authorities, permission must be sought from the Church if there is intention to take photos or film the premise with the use of the drone. **Drone flight within the building is prohibited due to safety consideration.**

**Reception Area: (Based on MCCY’s Advisory on SMM dated May 4, 2022)**

1. No rearrangement of the café counters; in front of the kitchen and the bookstore cabinets in the Level 2 Koinonia hall. The areas with the square tables together with the blue chairs are reserved for church ministry use.
2. The earliest wedding luncheon set up is on Friday from 8.00pm to 9.30pm. You are required to make a pre-arrangement with the Facilities Team for the set up.

***<If the Church has an event on the preceding Friday, any luncheon setup would have to be from the Saturday morning 8am onwards.>***

1. Consumption of food and drinks is restricted to the Reception/Fellowship area. Smoking and liquor consumption within the church premises are strictly prohibited. Hot food on warmers or slow cooker are allowed. Open fire cooking is NOT allowed.
2. From 30 April 2022, food and Beverages need not be served in individual portions. Self-service buffet lines are allowed. Caterers that provide self-service buffet lines will be required to provide at least two bottles of hand sanitisers (containing at least 60% alcohol) or two packs of disposable gloves in the vicinity of a self-service buffet, with all starting points covered.
3. Guests are encouraged to remain stationary while consuming their meals.

**Carpark:**

1. Vehicular Height limit is 2m for parking in church compound.
2. Wedding couples & their guests may use the carpark in the church premise. However, when the church carpark is full, wedding couple must ensure that vehicles are redirected to park outside the church premises.
3. Please ensure that all service providers engaged for the wedding preparation, such as caterer, flower decoration, chairs, and tables providers and, etc., **enter the church at GATE D only**. Failing to do so may cause damage to our ceiling (2.5 meter) and repair charges will be charged to the wedding couple.

**Important Notes (Please be good steward of God):**

1. At the close of the event, **it is the responsibility of the Groom, the Wedding Coordinator, or the Person in Charge (PIC) of the Wedding to ensure the entire place is tidied and cleaned up, with all wedding decorations taken down, furniture/equipment returned to its original position and all rented tables and chairs removed from the premises. If in doubt, please approach the Facilities Personnel before disposal.**
2. The food caterer’s utensils, equipment, rubbish, and unwanted stuff must be cleared and disposed of in the bins provided outside of the church compound at Gate D. All this should be done **NOT LATER THAN 3:00 P.M**.
3. **Before leaving the venue, either the Groom, the Wedding Coordinator or the PIC must report to the Facilities Officer on the day and walk through all utilized spaces to ensure good order before leaving the campus. Without a sign-off by the Facilities Officer, the refundable deposit shall be immediately forfeited to the Church.**
4. **Safe Management Measures**

Couples are required to:

1) Ensure that all guests:

* 1. Observe Vaccination-Differentiated Safe Management Measures (VDS).
	2. Wear mask at all times in the premises except during consumption of food and beverages. Guests should put on their masks as soon as they have finished eating or drinking.

2) Attendees who are feeling unwell, should stay home and not attend the wedding.

Rules & Regulations are subjected to changes and updates without prior notice

**Media** **Facilities for Wedding**

 1. The following media facilities are available for wedding use.

**A. Sound System**

Sound system provided includes:

• Stage monitors and musical instruments

• Front-of-House speakers suspended above the stage

• All necessary control consoles/system

• Existing microphones located in the hall.

**B. Visual System**

• Mounted LED walls

• 1 laptop connection (audio/visual)

Couple need to look for their own media personnel to operate the visual system. Training (by media staff) would be required before usage of the visual system will be permitted.

**C. Lighting System**

* Mounted lights
* Lighting consoles
1. Couple need to look for their own media personnel to operate the lighting system. Training (by media staff) would be required before usage of the lighting system will be permitted.
2. No re-programming, adjustment of any lights will be permitted. Couple is restricted to the existing lighting configuration.

**2.** **Things to prepare**

**A. Music**

According to IPOS (Intellectual Property Office of Singapore), you may need to obtain permission from copyright owners if you intend to play music during your wedding. Uses of music may include playing songs as background music, featuring a live band performing music, making a video/photo montage and many other means. Couple is advised to obtain permission/licenses from the specific copyright owners or CMOs (Collective Management Organizations) such as Compass. Couple is required to indemnify the church against any liabilities. The document link for reference <https://www.ipos.gov.sg/docs/default-source/resources-library/copyright/copyright-licences-for-weddings.pdf>

**B. Visual/Video**

Please bring your own laptop if you intend to project PowerPoint/videos or lyrics, your own HDMI cable / adapter to connect to our system. Usage of the church PC is prohibited.

**3. Sound Technician**

 One technician will be on duty for both the rehearsal and the day of the wedding. The technician will be responsible **ONLY** to run the sound system but can supervise in the setting up of the visual & lighting system for usage. The couple will need to look for their own technical personnel to operate the visuals and/or lighting system and is responsible to arrange for training by our media staff before the rehearsal day.

**4. Timing for Technician**

 **A. Rehearsal**

 The technician will only be available for a total of 1-hour for the rehearsal. Rehearsals are typically between 7.30pm to 9.30pm. **Only one rehearsal is permitted.**

 **B. Actual Day**

 A technician will be available for a maximum of 1.5 hours only.

 **C. Co-ordination**

 Please contact the media staff via email – tech@graceaog.org two weeks before the wedding to confirm your rehearsal day and time. An assigned media staff will then make the necessary arrangements for your rehearsal and wedding.

If you have any other special requests or queries, please email the media personnel **NO LATER THAN *2 weeks before*** your wedding date. Any last-minute requests will not be entertained.

**GRACE@TANGLIN**

**WEDDING VENUE BOOKING FORM**

**Particulars of Applicant:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Gender | Male/Female |
| Date of Birth: |  | Marital status: |  |
| Contact No: | (HP) | (O) |
| Address: |  |
|  |  |
| Email Address: |  |
| Date of Membership: |  | Christian: | Yes / No |

**Particulars of Spouse-to-be:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Gender | Male/Female |
| Date of Birth: |  | Marital status: |  |
| Contact No: | (HP) | (O) |
| Address: |  |
|  |  |
| Email Address: |  |
| Date of Membership: |  | Christian: | Yes / No |

|  |  |
| --- | --- |
| Marriage Mentors |  |
| Officiating Pastor(Subject to availability) |  |
| Solemniser(subject to availability)  |  |
| Date of completion of MPDP |  |

**Wedding Date & Time:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **Date** | **Time** | **Venue** |
| Wedding Ceremony (Sat) |  | Between 8.45am – 11.45am | Galilee (Chapel) |
| Wedding Rehearsal (Either on Tues or Fri) |  | Between7.30pm – 9.30pm | Galilee (Chapel) |
| Floral Decoration (Fri) |  | Between7.30pm – 9.30pm | Galilee (Chapel) |

Signature of Approving Officiating Pastor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expected no. of guest: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Wedding Reception: Yes / No

Name of wedding co-coordinator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Signing of ROM Certificate in the church:Date of ROM: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Yes / No (If yes, please complete the following details for the witnesses.) |
| Witness’ Name: |  | Witness’ Name: |  |
| Relation to the couple: |  | Relation to the couple: |  |

Grace Assembly respects the privacy and recognises it is important to protect the personal data, and in the compliance with the Personal Data Protection (Amendment) Act 2020 ('PDPA'). The Grace Assembly Privacy Policy on how your personal data may be used is also available at www.graceaog.org/Privacy. In filling up and submitting this registration form, you are expressly consenting us to collect, collate and use your personal data for the purpose of verification of identity to a high degree of fidelity. The personal data and details, which shall not be disclosed to any 3rdparty, are solely required for the registration purpose and record if you are successfully enrolled as a participant of this programme with the church.

I consent to the collection, collation and the use of my personal data and details by Grace Assembly for the purposes set above.

I shall indemnify and hold harmless the Church and its staff in respect of any and all costs, claims, losses, damages and expenses which may be incurred or suffered by the Church as a result of or arising out of activities related to the wedding on the wedding day and any prior day(s) in preparation of the wedding.

We certify that the particulars given in this application are true and accurate. We will abide by the rules and regulations laid down by the church.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Signature Name of Applicant Date |  |  |  | Signature Name of Spouse-to-be Date |

*FOR VERIFICATION PURPOSES:*

MPDP Attended: Yes / No

Batch: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ­­­­­­­­­­­­­

Verify by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Application Received on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Received by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_