

## Wedding Venue Booking Form

Thank you for choosing Living Hope Methodist Church (LHMC) as your choice venue for your Holy Matrimony. Please complete and submit this form with the necessary details ONLY AFTER YOU HAVE ATTENDED THE SITE VISIT. To fix an appointment for a Site Visit, please email [booking@lhmc.org.sg](mailto:booking@lhmc.org.sg) with your preferred Wedding Dates.

### Wedding Details

Date of Wedding: \_\_\_\_\_

### Couple's Particulars

Name of **Groom**: \_\_\_\_\_ NRIC: \_\_\_\_\_

LHMC Member:  Yes  No (Please state your Church membership: \_\_\_\_\_)

Mobile: \_\_\_\_\_ Email Address: \_\_\_\_\_

Name of **Bride**: \_\_\_\_\_ NRIC: \_\_\_\_\_

LHMC Member:  Yes  No (Please state your Church membership: \_\_\_\_\_)

Mobile: \_\_\_\_\_ Email Address: \_\_\_\_\_

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For the return of the \$500 Wedding Deposit AFTER the Wedding, the amount should be credited to:

Name as per Bank Account: \_\_\_\_\_

Bank Account Number: \_\_\_\_\_

Name of Bank: \_\_\_\_\_

Email address of Account Holder: \_\_\_\_\_

**Note of Undertaking**

We agree to abide by the terms and conditions (Annex A) stipulated for the rental of LHMC premises, which may be subject to any amendment(s) deem fit by LHMC. We confirm that the information provided herein is true and correct, and agree to the Rental Fee of:

\$3,350  
(Non- LHMC Members)

\$2400  
(Other Methodist Churches/  
LHMC member's children)

\$1,500  
(LHMC Members)

By submitting this form, I consent to LHMC collecting, using or disclosing my personal data for the purpose of Wedding Venue Booking matters. I also allow LHMC to contact me by phone, message, email and the like, in relation to the purpose indicated.

\_\_\_\_\_  
Signature of Groom  
Date:

\_\_\_\_\_  
Signature of Bride  
Date:

**Endorsement by Solemniser**

Name of Pastor: \_\_\_\_\_

Name of Church: \_\_\_\_\_

Church Address: \_\_\_\_\_  
\_\_\_\_\_

Mobile: \_\_\_\_\_ Email Address: \_\_\_\_\_

ROM-Licensed Solemniser:  Yes  No

\_\_\_\_\_  
Signature of Pastor/Solemniser  
Date:

**For Official Use Only**

Date of Wedding: \_\_\_\_\_

Name of Couple: \_\_\_\_\_

Name of Solemniser: \_\_\_\_\_

Name of Church: \_\_\_\_\_

Rental Fee:  \$3,100 + \$250 (AV)  
(Non- LHMC Members)

\$2,150 + \$250 (AV)  
(Other Methodist Churches/  
LHMC member's children)

\$1,250 + \$250 (AV)  
(LHMC Members)

<b>Wedding Deposit</b>	<b>Full Payment</b>	<b>AV Vendor Payment</b>	<b>Return of Wedding Deposit</b>
<b>Receipt No.:</b>	<b>Receipt No.:</b>	Name:  <input type="checkbox"/> Processed on	<input type="checkbox"/> Processed on

Remarks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Approved by:

\_\_\_\_\_  
Signature of LHMC PIC

\_\_\_\_\_  
Date

## Annex A - Terms & Conditions

### Before Wedding Day

- 1) The Couple needs to be baptised members in their respective church.
- 2) Advance booking by LHMC Members can be made within 12 months prior to the Wedding Day.
- 3) Advance booking by LHMC Members' children or other Methodist Church Members can be made within 10 months prior to the Wedding Day.
- 4) Advance booking by non-LHMC Members can be made within 9 months prior to the Wedding Day.
- 5) After the Site Visit, to confirm your booking, email the Wedding Venue Booking Form with its required signatories, together with your church letterhead (if required) and printscreen of transfer of deposit to [booking@lhmc.org.sg](mailto:booking@lhmc.org.sg). The \$500 deposit should be made either through Bank Transfer to Living Hope Methodist Church **DBS Account: 029-004815-0** OR PayNow to UEN (S92CC0893G).
- 6) LHMC will notify you of your application, if approved, through a Whatsapp groupchat. All requests and clarifications shall henceforth be made through the groupchat.
- 7) No food and drinks are allowed in the Sanctuary.
- 8) Please confirm your Wedding Rehearsal date through the groupchat, subject to the availability of LHMC premises. Wedding Rehearsals are to be scheduled on weekday nights at the discretion and approval of LHMC and should start at 7pm and end no later than 9pm, within 2 weeks before the Wedding Day. No extension will be allowed. Please take note that not ending on time will result in a surcharge of \$175.
- 9) The sound system will be operated by the AV personnel provided by LHMC and this person will be present during both the Wedding Rehearsal and Wedding Day. The Couple is to provide a laptop and manpower for PowerPoint (16:9) and video presentation. LHMC will provide the use of keyboard and drum set. The Couple are to provide their own guitar and bass and to remind their musicians to bring their own wired earpieces for IEM, if needed. All cables are provided.
- 10) Wedding decoration set up should be done on Friday (2pm to 5pm), the day before Wedding Day. Throwing of confetti or flower petals in the Sanctuary, and the use of bubbles and candles are strictly not allowed. Likewise, the altar table and kneeling pews cannot be used, decorated, rearranged, and the like. No tapes and adhesive materials of any type to be used on any walls or wooden furniture such as the pews, pulpit, electronic equipment, wooden doors, etc. Please seek permission and approval through the groupchat if any such acts are required.
- 11) The Couple is required to place a floral bouquet [Flowers: 100cm(height) x 80cm(width), base space for flower vase: 30cm(length) x 20cm(breadth)] at the cross, behind the altar table which is to be left behind after the Wedding Day. All other wedding decorations and floral arrangements in Sanctuary must be removed by 12.30pm on Wedding Day. If the vase needs to be collected back, arrangements to be made through the groupchat.
- 12) Failure to notify LHMC of any changes or cancellations 2 months before the Wedding Day will result in the forfeiture of the \$500 deposit. Full payment shall be made at least 2 months before the Wedding Day.

### On Wedding Day

- 13) Usage of the Sanctuary is from 8.30am to 12.30pm while other locations can be occupied till 2pm. Rented chairs and tables are to be removed and vendors cleared from LHMC premises by 3pm. All wedding decorations are to be cleared after the Wedding Day is over. Any extension exceeding the allocated time will be charged based on an hourly rate of \$175. Nevertheless, any extension of time is strictly subject to the approval of LHMC.
- 14) Existing Safe Management Measures (SMM) must be adhered to and the onus is on the Couple to ensure measures and personnel are in place for the adherence and enforcement of the SMM.
- 15) No food and drinks are allowed in the Sanctuary.
- 16) Smoking and consumption of alcoholic beverages are strictly not allowed within LHMC premises.
- 17) Do not move or remove any items. Please seek permission and approval through the groupchat if any such acts are required.
- 18) All accumulated waste generated on the Wedding Day are to be disposed of by the Couple's food caterer following the close of the Wedding Day. Failure to do so will incur the additional charges in engaging cleaners subject to current market rate or \$50/hr, whichever is higher.
- 19) The Couple is responsible for the behaviour of their guest and external vendors. Any damage to LHMC property will be made good using the \$500 deposit. Report any damage(s) to the groupchat immediately.
- 20) Please ensure that LHMC premises are kept clean and tidy after use.
- 21) Carpark lots are allocated by LHMC and recommends that the Couple assign carpark wardens to ensure the carpark lots are fully utilised and in the event the allocated carpark lots are filled, guests should be instructed to park in the nearby MSCP. No vehicles are allowed to park along the main road, Red Lots or any lots not allocated to the Couple.

### After Wedding Day

- 22) The \$500 deposit will be return within 2 months after the Wedding Day, if no damages are found.