

Living Hope Methodist Church Wedding Guidelines (Annex A)

General Overview

1. The following are required before booking of LHMC's premise for your wedding.
 - a. The couple needs to be baptised members of their respective church.
 - b. Couples are strongly advised to attend their church's Marriage Preparation Course.
 - c. Advance booking *prior* to wedding date & compulsory love Gift for the usage of the allocated areas.

Completed Wedding Venue Booking form must be endorsed by the Pastor-in-Charge from Living Hope Methodist Church before the form can be finalised.

Max Capacity

Sanctuary 450 pax

Atrium 350 pax

Compulsory Love Gift for usage of LHMC Premises & Booking Period before Wedding Date

LHMC Members	LHMC Members' Children	Methodist Church Members	Non-Members
12 Months Prior	10 months Prior		9 Months Prior
\$2,000*	\$3,000*		\$4,500*

**Amount above excludes a refundable deposit of \$800 collected upon confirmation*

All weddings to be held **only on Saturdays**, subjected to the availability of the premise.

No Bookings during December

Payment Schedule

- \$800 Refundable deposit upon Confirmation.
- Full payment \$2,000 / \$3,000 / \$4,500 must be made **2 Months Prior** to Wedding date.
- For Proof of payment, please send a screenshot of Successful Transfer to the Wedding WhatsApp Group or weddings@lhmc.org.sg
- Refundable deposit will be returned within 2 Months from actual day if no damage or any charges are found.

Payment can either be made via DBS Account: 029-004815-0 OR PayNow to UEN (S92CC0893G).

Cancellation

Failure to notify LHMC of any changes or cancellations 2 months before the Wedding Day will result in the forfeiture of the \$800 deposit. Full payment shall be made at least 2 months before the Wedding Day.

Rooms and Timings

Rehearsals (Tuesday or Wednesday within Wedding week)

- a. Sanctuary – 7pm to 9pm

Please be punctual for the rehearsal as the duration is strictly within the allocated 2-hour period.

Food and drinks are NOT allowed in the Sanctuary at all times. Only Bottled water is allowed.

Food is allowed in the Atrium before rehearsal if needed and all waste must be discarded outside of Church premises.

Not doing so will result in a cleaning & disposal fee of \$100/-

Setup & Deco (Friday before actual day)

- a. Sanctuary – 2pm to 5pm
- b. Atrium – 2pm to 5pm
- c. Bridal Room (Romans) – 2pm to 5pm

Extension will be charged at an hourly rate of \$200/-

Food and drinks are NOT allowed in the Sanctuary at all times. Only Bottled water is allowed.

Food is allowed in the Atrium before Setup if needed and all waste must be discarded outside of Church premises.

Not doing so will result in a cleaning & disposal fee of \$100/-

The couple is required to place a compulsory floral bouquet offering with the specification as follows at the base of the Sanctuary Cross.

- Bouquet: 100cm height x 80 cm width
- Base space for flower vase: 30cm length x 20cm breadth

Actual Day (Saturday)

- a. Sanctuary – 8.30am to 12.30pm
- b. Atrium – 8.30am to 2.00pm
- c. Bridal Room (Romans) – 8.30am to 2.00pm
- d. Cry Room (Sundar Singh) – 8.30am to 2.00pm

Extension will be charged at an hourly rate of \$200/-

Food and drinks are NOT allowed in the Sanctuary at all times. Only Bottled water is allowed.

All food waste and utensils are to be cleared from the premise and reinstatement
Not doing so will result in a cleaning & disposal fee of \$300/-

A/V requirement

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 own laptop, manpower for visuals and Audio.
PowerPoint (16:9 ratio) / video presentation and/or background music via their own Spotify account or equivalent.

Wi-Fi available using LHMC Guest account.

Instruments and A/V support provided

- a. Keyboard
- b. Electronic Drum Set
- c. Grand Piano
- d. 4x Wireless Microphone
- e. 1x HDMI cable (Visual & Audio)
- f. 1x 3.5mm jack (Audio)
- g. ¼” cables for Guitar and Bass
- h. IEM* for
 - i. Guitar
 - ii. Bass
 - iii. Keyboard
 - iv. 4x Wireless Mics

*For hygiene reasons, appointed musicians are required to bring their own wired earpieces for the IEM (3.5mm jacks)

TV Screen outside the Sanctuary is available for the couple to display their wedding montage or picture.
File must be 9:16 ratio in JPEG or MP4 (for Video Loop)

General Rules and Regulations

1. Throwing of confetti or flower petals in the Sanctuary, and the use of bubbles and candles are strictly forbidden. Unity candles, however, are allowed to be placed on the stage and lit for the ceremony.
2. The Couple is responsible for the behaviour of their guest and external vendors. Any damage to LHMC property will be made good using the \$800 deposit. Report any damage(s) to the group chat immediately.
3. No Food and Drinks allowed to be consumed or brought into the Sanctuary at all times. Only bottled water.
4. Smoking and consumption of alcohol beverages are strictly prohibited within LHMC premises.
5. Do not move or remove any items or furnishings. Please seek permission from the LHMC coordinator if necessary.
6. No parking within the Red Lots which are meant for Staff or reserved lots for LHMC Members. Designated parking will be assigned to the Wedding Car and Solemnizer. Parking is based on First-come-first-served basis. Overflow will be at the surrounding HDB carpark.

No vehicles are allowed to park along the carpark driveway, loading bay or the main road.
Car park wardens are strongly encouraged to fully utilise the allocated carpark lots for the Wedding Guests.

7. Couple is to ensure the re-instatement of LHMC premise before leaving to premise.
8. Safe Distance to be adhered to if required by MOH.

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 weddings@lhmc.org.sg with your preferred Wedding Dates.

Wedding Details

Date of Wedding: _____

Couple's Particulars

Name of **Groom**: _____ Nationality: _____

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

Mobile: _____ Email Address: _____

Name of **Bride**: _____ Nationality: _____

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

Mobile: _____ Email Address: _____

For the return of the \$800 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 Wedding Guidelines (Annex A) stipulated for the utilization 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 Compulsory Love Gift of:

\$2,000
(LHMC Members)

\$3,000
(Other Methodist Churches/
LHMC member's children)

\$4,500
(Non- 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 Solemnizer

Name of Pastor: _____

Name of Church: _____

ROM-Licensed Solemnizer: Yes No

Signature of Pastor/Solemnizer
Date:

Is the Person conducting the Sermon same as the Solemnizer? Yes No

Name of Preacher: _____

Name of Church: _____

Signature of Pastor
Date:

For Official Use Only

Date of Wedding: _____

Name of Couple: _____

Name of Solemnizer: _____

Name of Church: _____

Love Gift:

\$1,700 + \$300 (AV)
(LHMC Members)

\$2,700 + \$300 (AV)
(Other Methodist Churches/
LHMC member's children)

\$4,200 + \$300 (AV)
(Non-LHMC Members)

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

Remarks: _____

Approved by:

Signature of LHMC PIC

Date