

ALDRSGATE METHODIST CHURCH
Rules & Regulations for Use of Church Premises

- 1 Applicants are expected to read through the Rules and Regulations For Use of the Sanctuary, Social Hall & Rooms before completing the Application Form.
- 2 Application is to be made on the prescribed forms obtainable from the church office.
- 3 Application is to be made to :
The Pastor-In-Charge
Aldersgate Methodist Church, 98 Dover Road, Singapore 139647
- 4 Applicants are to adhere strictly to the Rules and Regulations governing the use of the Sanctuary and the Social Hall.
- 5 A Deposit of **\$100/- (for AMC Member & Methodist Related)** is to be made in order for Booking to be confirmed after Approval from Pastor i/c .
Deposit will be refunded only when all Rules & Regulations are strictly adhered to.
- 6 Full payment with Crossed Cheque or Internet Banking (payable to Aldersgate Methodist Church) is to be made **AT LEAST 2 WEEKS** before the Wedding date.

***RULES AND REGULATIONS FOR USE OF THE SANCTUARY AND SOCIAL HALL
FOR SOLEMNIZATION OR BLESSING OF MARRIAGE***

- 1 The booking for use of the Sanctuary/Social Hall for solemnization/ blessing of marriage must be made at least six months in advance. **OFFICIAL MEMBERS** will have **priority up to three months before** the actual wedding date on a first come first served basis.
- 2 Booking by Members and Methodist Related can be confirmed only after consultation with the Officiating Minister and accepted by the Church Administrator.
- 3 Aldersgate Methodist Church shall not be responsible for any loss, injury, death sustained by any person using the facilities.
- 4 Booking for Wedding rehearsal is required with the Church Administrator.
- 5 **Wedding Decorations**
 - 5.1 Flowers for the Altar area will be arranged by AMC Floral Team.
(refer to Wedding Floral Package)
 - 5.2 Flowers for the Altar area are to be donated and left behind in Church for Sunday Worship Services.
 - 5.3 No decoration is to be attached or hung on the ceiling, walls or glass doors / windows in the Sanctuary and Social Hall.
 - 5.4 Decorations are allowed on the pews, altar railings and specially designated area at the entrances of the Sanctuary but they are to be hung only and not attached by any kind of tape, except with Blue-Tac.

6 Reception at Social Hall

- 6.1 Caterers are to be instructed to discard all food and rubbish in proper garbage bags and to be brought out of church premises.
- 6.2 Caterers are not allowed to use the Kitchenette for cooking or washing.
- 6.3 All furniture (eg. Table, chairs & pews) are to be re-arranged to its original position after use.

7 Sound Control

Only AMC authorised personnel is allowed to manage the AV equipment in the Sanctuary.

8 Musical Instrument

- 8.1 No other musical instrument is to be brought into the Sanctuary.
- 8.2 Only AMC organist is allowed to play the organ.
- 8.3 Rental charges of Band instrument (drum & keyboard)

AMC member	-	\$50.00
Others	-	\$200.00
- 8.4 Rental of Band instrument does not include the electric guitar.

9 Others

- 9.1 Premises are to be kept clean and tidy at all time.
- 9.2 No food and drinks are to be brought into and consumed in the Sanctuary.
- 9.3 No confetti, flowers petals are to be thrown in the Sanctuary.
- 9.4 No excessive noise should be made so as not to disturb other activities in the Church or the Schools.
- 9.5 Smoking, gambling and consumption of alcohol and drugs are strictly prohibited on the premises.
- 9.6 Prior approval must be obtained for any display of banners.

10 Applicant is responsible for FULL PAYMENT for damage/ loss to property during the use of any facility.

11 Usage of the Sanctuary / Social Hall/ Rooms by any group is strictly left to the discretion of the Pastor-in-charge.

12 The Church reserves the right to substitute designated facilities booked with suitable alternatives.

13 The Church reserves the right to amend, add or delete any of the above Rules and Regulations as it deems fits.

ALDERSGATE METHODIST CHURCH

98, Dover Road, Singapore 139647 Tel : 67731964 Fax : 67733194

APPLICATION FOR THE USE OF CHURCH PREMISES FOR WEDDING

*Delete as appropriate

*Solemnization / Blessing

PERSONAL PARTICULARS		
	Groom	Bride
Name (As per NRIC / Passport)		
NRIC No.	_____	_____
	S/PINK / M/BLUE *	S/PINK / M/BLUE *
Address :		
Contact Nos.		
Home	_____	_____
Office	_____	_____
Mobile Phone	_____	_____
E-Mail Address	_____	_____
Occupation		
Member of Aldersgate	Yes / No	Yes / No
If No, Name of Church		
MARRIAGE CERTIFICATE DETAILS (FOR BLESSING)		
	Witness 1	Witness 2
Name (As per NRIC / Passport)		
NRIC No.	_____	_____
	S/PINK / M/BLUE *	S/PINK / M/BLUE *
DETAILS OF THE WEDDING / BLESSING		
Wedding Date :	Time : 11.00 am / 2.00 pm / 5.00 pm	
Rehearsal Date :	Time :	
Decoration Date :	Time :	
Wedding Co-Ordinator :	Wedding Package :	
Contact Number :	Floral Package :	
Number of Guests :	Pianist / Organist :	
Officiating Minister :	Pre-Martial Counselling : YES / NO	
	Date (s) :	
Name of Applicant :	Signature :	
Date of Submission :		
For Official Use Only		
Received By :	_____	Date : _____
Approved / Disapproved by :	_____	Date : _____
	Pastor-In-Charge	

FOR OFFICIAL USE ONLY

	AMC Member	Methodist Related
Sanctuary / Social Hall		
Sound Crew : Name		
Rehearsal -		
Actual -		
Social Hall Set-up -		
Band Set-up -		
Rental of Band Equipment (Keyboard & drums)		
Pianist / Organist : Name		
Rehearsal -		
Actual -		
Cleaner's Overtime		
Washing of Toilets		
Utility Charges		
Rehearsal -		
Actual -		
Holding Room		
Floral Decorations		
* Total		

	Date of Payment	Cash / Cheque #	Amount	Official Receipt
<i>Deposit</i>				
<i>* Total Payment</i>				
<i>Refund of Deposit</i>				

Remarks : _____

ALDERSGATE METHODIST CHURCH

RENTAL OF PREMISES - WEDDING (Solemnization / Blessing)

NEW RATES			
	AMC	Methodist Related	Others
Wedding Package A			
Sanctuary & Social Hall			
1st 3-Hours	\$ 200.00	\$ 250.00	\$ 400.00
Subsequent hour	\$ 50.00	\$ 50.00	\$ 100.00
Every hr after booking	\$ 80.00	\$ 80.00	\$ 80.00
Wedding Package B			
Sanctuary (Only)			
1st 2-Hours	\$ 150.00	\$ 200.00	\$ 300.00
Subsequent hour	\$ 50.00	\$ 50.00	\$ 100.00
Every hr after booking	\$ 80.00	\$ 80.00	\$ 80.00
Wedding Package C			
Social Hall (Only)			
1st 2-hours	\$ 100.00	\$ 150.00	\$ 200.00
Subsequent hour	\$ 40.00	\$ 40.00	\$ 80.00
Every hr after booking	\$ 80.00	\$ 80.00	\$ 80.00
Other Charges			
Manpower / hr			
Sound Crew	\$ 40.00	\$ 40.00	\$ 50.00
Projectionist	\$ 20.00	\$ 20.00	\$ 40.00
Pianist	\$ 30.00	\$ 30.00	\$ 40.00
Cleaners' Overtime	\$ 20.00	\$ 20.00	\$ 20.00
Washing of Toilets (Nett)	\$ 50.00	\$ 50.00	\$ 50.00
Utility Charges / hr			
Sanctuary / Social Hall	\$ 40.00	\$ 40.00	\$ 40.00
Deposit (Refundable)	\$ 100.00	\$ 100.00	\$ 150.00

Wedding Rehearsals

- * Rates for " Other Charges " will be charged separately
- * Usage of sanctuary will be limited to 2 hours

Deposit - To cover incidental charges - Balance will be refunded 2 weeks after event
 Clearing of Rubbish at the Social Hall - The caterer has to be instructed to remove all rubbish due to the catering

All rates refer to day booking on ie 8am to 7pm

Surcharge :

7pm - 10pm	additional 20% on total cost
10pm - 12 (Midnight)	additional 30% on total cost
12 (Midnight) - 8am	additional 50% on total cost

AMC Wedding Floral Packages

Package	Area	Floral Decoration Cost	
		AMC Member	Others
Non-Optional	Altar	\$400.00	\$500.00
Optional	Aisle	\$200.00	\$300.00

PACKAGES :-

NON-OPTIONAL

Altar Area (by AMC Floral Team)

- 1) 2 large arrangements, one by each side to the CROSS
- 2) 1 table arrangement for the couple signing table at altar area
- 3) 1 table arrangement for the reception table outside sanctuary
- 4) ** Altar flowers are to be donated and left behind for Sunday worship service **

OPTIONAL

Decoration of aisles

- 1) Fresh flowers on alternate pews
- 2) Cost includes clearing aisles decoration after wedding ceremony