

## **RULES & REGULATIONS FOR CHURCH WEDDING OR BLESSING CEREMONY**

### **1. AVAILABILITY**

<b>Applicants</b>	<b>Advance Booking</b>	<b>Deposit Amount</b>
Members of Charis Methodist Church (CMC)	a) One year from date of ceremony. b) Prior clearance by CMC Pastors.	\$150 on confirmation of booking by CMC
Methodists	Six month from date of ceremony.	\$200 on confirmation of booking by CMC
Baptized Christians	Six month from date of ceremony.	\$250 on confirmation of booking by CMC

- i) The facilities are not available for wedding or blessing ceremony on Sundays and Public Holidays. However exception may be made for members of CMC who wish to hold their ceremony on public holidays (excluding Good Friday and Christmas).
- ii) Request for hiring of tentage and extra tables and chairs for the Plaza area must be submitted to CMC at least one month in advance. All hiring charges will be at the user's expense.
- iii) Wedding reception can be held only in the Social Hall and open Plaza area.

### **2. BOOKING**

- i) Please submit your Application Form (available at CMC Office or website @ [www.charismc.org.sg](http://www.charismc.org.sg)) together with copies of the following documents to CMC Office:
  - a) NRIC (front & back) of the bridegroom, bride, and the parents/witnesses
  - b) Church membership/baptism certificate of bridegroom and bride.
 For timely processing of application, please submit complete set of application and documents.
- ii) User must inform CMC early in the event of a cancellation of booking. This will allow other users to take advantage of the availability of the facilities.
- iii) Request for change of confirmed booking date is regarded as a fresh application.

### **3. PAYMENT**

- i) Please see Appendix I for our charges for use of facility.
- ii) Applicant must pay the deposit amount upon confirmation of booking by CMC. The application is treated as cancelled if the deposit is not paid within two weeks from date of confirmation.
- iii) The deposit will be forfeited by CMC should the user gives less than three months notice of cancellation of confirmed booking.
- iv) Full payment of booking fee and any other incidental charges are to be paid no later than one week before the ceremony date.
- v) Cheque is to be made payable to Charis Methodist Church.

### **4. OBSERVANCE**

- i) Be considerate to our church neighbors and avoid noisy activities especially in the open Plaza area.
- ii) Switch on only those electrical appliances that are necessary. All lights, fans and air-conditioning must be switched off when the facility is not in use. Avoid wastage.
- iii) User is to treat all church properties with due care and avoid damaging them. Any lost or damages to properties must be reported to the church office immediately.
- iv) Premises are kept clean and tidy at all time.
- v) Decoration of facilities for the ceremony must be done with prior consultation with CMC.
- vi) User must ensure that guests adhere to car parking rules around CMC neighborhood (please obtain a copy of our brochure on "Parking on public road in our neighborhood" from CMC Office).
- vii) User is to provide traffic marshals to direct traffic on ceremony day.

## **5. PROHIBITED ACTIVITIES**

- i) B.B.Q or other activities involving naked fire or cooking of food in the premises unless permission from CMC Office has been obtained.
- ii) Smoking, gambling and all forms of illegal or immoral activities, consumption of alcohol and illegal drugs.
- iii) Setting off of pyrotechnics or fireworks of any kind.
- iv) Removal of furniture and fittings from its original place. If there is a need to do so, user must ensure that it is returned to where it belongs.
- v) Consumption of food and drinks in the Sanctuary and Chapel unless permitted by CMC Office.
- vi) Throwing of confetti, flowers or flower petals in the Sanctuary or Chapel.
- vii) Hanging of decoration on the ceiling, pillars, walls, doors or windows of the Sanctuary or Chapel.
- viii) Operation of CMC's audio/visual equipment except by CMC's technicians.

## **6. LIABILITIES**

- i) The cost of repair and/or replacement of damaged or lost assets arising from use of the facilities shall be charged to the user.

## **7. DISCLAIMER**

- i) User is responsible for the security of his/her own and guests' personal belongings and safety. The church shall not be held liable for misplaced personal effects, and for injuries/death arising from user or guests' own conduct and/or negligence.

## **8. PROVISION**

- i) CMC reserves the right to:
  - a) reject any application without assigning any reason thereto; and
  - b) impose any other rules and regulations not specified herein from time to time as and when it deemed fit.

By CMC Office Apr 2010

**CHARGES FOR USE OF SANCTUARY, CHAPEL AND SOCIAL HALL**

Appendix I

FACILITY	DURATION	CHARGES (S\$)			REMARKS (Recommended number of participants)
		Charis Member	Methodist Member	Baptized Christian	
Sanctuary	1st 3hours	200.00	250.00	300.00	Minimum 120 Maximum 400
	Additional hour or part thereof	80.00	90.00	100.00	
Chapel	1st 3hours	80.00	100.00	120.00	Minimum 40 Maximum 120
	Additional hour or part thereof	30.00	35.00	40.00	
Social Hall	1st 3hours	100.00	150.00	200.00	Minimum 40 Maximum 120
	Additional hour or part thereof	20.00	25.00	30.00	

The above charges are inclusive of the following:

- (a) Air-conditioning
- (b) Audio and visual equipment system in the three facilities
- (c) Parking lots – accommodation of up to 30 cars
- (d) Open Plaza area for reception
- (e) One music band practice session with CMC Sound Technician (2hrs)
- (f) One rehearsal to be conducted by officiating minister (2hrs)
- (g) One session of decoration (during CMC office hours only)