



## Wedding Venue Usage Guidelines

### A. IMPORTANT INFORMATION

1. This document consists of the Wedding Venue Usage Guidelines for Grace@BukitBatok and the Venue Booking Form.
2. The Solemniser and Pastor-in-Charge should be from the Pastoral Team of Grace Assembly of God.
3. Only Chapel Hall (Level 4) is assigned for Weddings (*subject to availability*). Either 1 John or 2 John may be used for the purpose of Bridal Holding Area or Tea Ceremony.
4. Please note that the eating area at Level 1 can only hold up to **250 guests (standing capacity)**.
5. Bookings on Mondays, Sundays, and Public Holidays are not considered due to scheduled Church Services and Activities.
6. The allotted timing for the usage of the Hall is between 8:00 am to 12:00 pm, inclusive of preparation and cleaning up. The actual ceremony must not exceed **1.5 hours**.

All Wedding Couples getting solemnised in Grace Assembly must adhere to the Rules and Regulations as mentioned in this document.

### B. BOOKING, APPROVAL AND CONFIRMATION

1. Booking of the Wedding Venue will only be considered upon completion of the Marriage Preparation Discipleship Programme (MPDP) and submission of the booking form to the Family Life Ministry.
2. Tentative Booking must be made at least **10 months** in advance and is subject to the approval of the Pastor-in-Charge (PIC).
3. Wedding Couples are advised not to publicise their wedding date until the booking is confirmed.
4. A Confirmation Email for the booking will be sent to the wedding couple at least **6 months before the wedding date** upon the receipt of the full payment & refundable deposit.
5. Upon approval from the PIC, for your wedding and confirmation from the Operations Department, it is **compulsory** for you to fix an appointment with the Facilities Department **at least three (3) months before the wedding date** for a site visit. The site visit is available from Tues-Fri, 10 am-7 pm (excluding public holidays).

#### **PLEASE NOTE:**

The earliest you can hold your solemnisation is **at least 21 days after** you submit your marriage application, as you are required to give ROM at least 21 days' notice of your marriage.

[View calendar](#) to see when you should submit your marriage application for your desired solemnisation date. Your marriage application will expire **6 calendar months after** submission, after which you will need to submit a new application.



**C. CHARGES AND DEPOSITS**

Venues available for wedding booking are as follows:

<b>Location</b>	<b>Facility</b>	<b>Seating Capacity</b>	<b>Rates <sup>1</sup></b>
Grace@BukitBatok 1 Bukit Batok West Ave 4 Singapore 659125	Level 4 Chapel	330	S\$1000
	Level 4 1 John or 2 John Bridal-Holding Area <sup>2</sup>	15 (maximum)	Complimentary
	Level 1 Fellowship & Café Area <sup>3</sup>	200 to 250	

**Note: The above is subject to change and may be adjusted according to the needs of the church and regulatory requirements.**

<sup>1</sup> Rates are inclusive of a S\$300 refundable deposit and S\$300 for the service of a sound engineer (Total 4 hours: 1.5 hours rehearsal and 2.5 hours wedding ceremony).

Please note that an additional \$100 per hour or part thereof may be deducted from the deposit if the wedding rehearsal and the ceremony go beyond the stipulated time. (i.e., 9:30 pm for rehearsal and 12 pm for the ceremony)

The deposit will be refunded to you within 2 months after the event is over, and if there is no damage found to church property, fixtures, etc.

<sup>2</sup> The Bridal-Holding Area located at either 1 John or 2 John is complimentary.

<sup>3</sup> Fellowship and Café Area (Level 1) has a standing capacity of 200 to 250 guests.

**D. REHEARSAL**

The rehearsal held at Grace Assembly should be on a Thursday or Friday night from 7.30-9.30 pm, within the wedding week.



## E. WEDDING HALL – CHAPEL (LEVEL 4) REGULATIONS

1. No re-arrangement of Instruments on the Stage. This includes the positioning of the “ROM Signing Table”, and Unity Candle Table.
2. Floral Decorations on Friday from 7:30 pm to 9:30 pm are subject to availability. If the venue or the facility staff are unavailable due to church events/meetings, floral decorations would have to be on Saturday from 8 am onwards.
3. Decoration by external vendors and simple decoration on chairs next to the bridal processional aisle is allowed.
4. Wedding Aisle runners of any kind are not allowed due to safety considerations. The church does not provide extra resources for decoration.
5. Please seek approval and discuss with the Facilities team for Decorations (including decorative materials). Non-adhesive artificial flowers are allowed and restricted to the stage and along the aisle only. We **do not allow** fresh/dried flowers/plants or glittering materials as the particles may be lodged in the hall's furnishing and would be difficult to remove. It is also to respect the venue as our worship hall.
6. We do not allow **a)** throwing of confetti, glitters, fresh/dried or artificial flowers, and **b)** party poppers of any kind, string foam spray, soap bubbles (including bubbles-making gun), or expellant of any kind.
7. Fresh Flowers are allowed only for these three (3) purposes:
  - a. Bride Hand Bouquet
  - b. ROM Signing Table
  - c. Guest Registration Table
8. Decorations and/or props of Grace Assembly **must not be dismantled or removed** if they coincide with your wedding day.
9. No pets of any kind are allowed on the Church Premises.
10. The Facilities Department will provide the following items:
  - a. Wooden Easel (upon request)
  - b. ROM Signing Table (L: 1800mm x D: 600mm)
  - c. Unity Candle Holder, Tealight Holder, and Table (**Tablecloth is not provided**)
  - d. Maroon colour Tablecloth for ROM table
  - e. Maroon colour Chair Covers for 2 ROM chairs
11. The Chapel has 2 white tables (L: 1500mm x D: 600mm) for the display of photographs, guest sign-in book, and the love offering collection box near the entrance of the venue. **Tablecloths are not provided.**
12. Wi-Fi access may be provided upon request.
13. After the wedding ceremony, all decorations, and guest registration tables should be removed immediately and reinstated back to their original state, inclusive of the ROM Signing Table and Chairs, and Unity Candle Table on the stage.



14. There should be no more than 3 photographers and videographers. They are encouraged to be suitably attired and discreet in carrying out their tasks. Photographers and videographers are **to be tagged for the occasion so they can be identified**. Photography is limited to areas allocated for weddings – Chapel (Level 4) and Fellowship and Café Area (Level 1).
15. For security purposes, and in the event of a subsequent enquiry by authorities, permission must be sought from the Church if there is any intention to take photos or film the premise with the use of the drone. All Drone operators must comply with CAAS rules and regulations in Singapore. **Drone flights within the building are prohibited due to safety considerations.**

#### F. CARPARK AT GRACE@BUKITBATOK

1. The Vehicular Height Limit is **2.2m** for parking on the Church Premises.
2. Wedding couples and their guests may use the car park on the church premises. However, when the church car park is full, the wedding couple/traffic controllers must ensure that vehicles are redirected to park at a nearby car park.
3. All service providers engaged in the wedding preparations, such as caterers, flower decorators, chairs, and tables providers, etc., **enter the church at GATE A only. Failure to do so may cause damage to our ceiling (2.2m) and repair costs will be charged to the wedding couple.**
4. At least 2 traffic controllers are required to assist in directing traffic flow on the wedding day.
5. Wedding Couples must inform their guests of the following:
  - a. Gate A leads to the Basement car park and, pick-up / Drop-off Point.

#### G. FELLOWSHIP AND CAFÉ AREA (LEVEL 1)

1. The earliest wedding luncheon set up is on Friday, 7:30 pm to 9:30 pm. You are required to inform the Facilities Department of any pre-arrangement setup (tables and chairs, buffet lines, photo booth), and to reinstate the tables and chairs after the Luncheon.
2. No rearrangement of the café counters; in front of the kitchen in the Level 1 Fellowship Area.
3. The food caterer's utensils, equipment, rubbish, and unwanted stuff must be cleared and disposed of into the bins provided at the side of the church compound at **Gate A**. All this should be done **NO LATER THAN 2:30 PM**.
4. Consumption of food and drinks is restricted to the Fellowship and Café Area (Level 1). **Smoking and consumption of alcoholic beverages on church premises are strictly prohibited.**
5. Hot food on warmers or slow cookers is allowed. Open-fire cooking is NOT allowed.



## H. IMPORTANT NOTES

### 1. Wedding Coordinator / Person-in-Charge

- a. At the close of the event, it is the responsibility of the Wedding Coordinator, or the Person in Charge (PIC) of the Wedding to ensure the venues used are 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 Staff before disposal.
- b. Before leaving the venue, the Wedding Coordinator or the PIC must report to the Facilities Staff on duty for a site walk to ensure that all things are in order. Without the sign-off by the Facilities Staff, the refundable deposit may be forfeited.

## I. MEDIA FACILITIES FOR WEDDING

### 1. The following Media Facilities are available for wedding use.

#### a. Sound System

Sound systems provided include:

- Stage monitors and musical instruments.
- Front-of-house speakers suspended above the stage.
- All necessary control consoles/systems.
- Existing microphones within the hall.

#### b. Visual System

- Mounted LED walls
- 1 laptop connection (audio/visual)

#### c. Lighting System

- Mounted lights
- Lighting consoles

### 2. Things to Prepare

#### a. Music

According to the 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, masking a video/photo montage, and other means. The couple is advised to obtain permission/licenses from the specific copyright owners or CMOs (Collective Management Organisations) such as MRSS (Music Rights (Singapore) Public Limited). Couples are required to indemnify the Church against any liabilities.

#### b. Visual System

Please bring your own laptop if you intend to project PowerPoint/videos or lyrics, and your own HDMI cable/adaptor 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** for running 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 for arranging for training by our media staff before the rehearsal day.

### 4. Timing for Sound Technician

#### a. Rehearsal

The technician will only be available for a total of **1.5 hours** for the rehearsal. Rehearsals are typically between 7.30 pm to 9.30 pm. Only one rehearsal is permitted.

#### b. Actual Day

A technician will be available for a maximum of **2.5 hours** only.

**NOTE:** Any additional requests for the Sound Technician to be on standby or stay late will incur additional charges of \$75hour or part thereof.

If you have any other special requests or queries, please email [OpsTeam@graceaog.org](mailto:OpsTeam@graceaog.org) and [bukitbatok\\_facilities@graceaog.org](mailto:bukitbatok_facilities@graceaog.org) **NO LATER THAN 2 weeks before your wedding date**. Any last-minute requests will not be entertained.



**Particulars of Groom-to-Be:**

Name:		
Gender:	Male	
Contact No:	(HP)	(O)
Email Address:		
Date of Water Baptism:		

**Particulars of Bride-to-Be:**

Name:		
Gender:	Female	
Contact No:	(HP)	(O)
Email Address:		
Date of Water Baptism:		

**Approval for Solemnisation only applicable for members of Grace AG:**

Marriage Mentors	
Pastor-in-Charge (Subject to availability)	
Solemniser <b>(To be allocated by Grace Assembly of God upon completion of MPDP)</b>	
Date of completion of MPDP	



**Wedding Date & Time:**

<b>Description</b>	<b>Date</b>	<b>Time</b>	<b>Venue</b>
Wedding Rehearsal (Either on Thurs or Fri)		Between 7.30 pm – 9.30 pm	L4, Chapel Hall
Floral Decoration (Fri)		Between 7.30 pm – 9.30 pm	L4, Chapel Hall
Wedding Ceremony (Sat)		Between 8.00 am – 12.00 pm	L4, Chapel Hall

Signature of Approving Pastor-in-Charge:

Expected no. of guests:

Wedding Reception:  Yes  No

Name of Wedding Coordinator:

Mobile No:





Grace Assembly of God (“the Church”) respects privacy and recognises it is important to protect personal data in compliance with the Personal Data Protection (Amendment) Act 2020 ('PDPA'). The Grace Assembly Privacy Notice on how your personal data may be used is available at <https://www.graceaog.org/Privacy/>.

In filling up and submitting this form, I hereby give my consent to the Church to collect, use, and disclose my personal data to process my wedding venue application, coordinate my wedding, and notify and contact me regarding wedding-related matters via calls and emails. The personal data and details, which shall not be disclosed to any 3rd party, are solely required for the registration purpose and record if you are successfully enrolled as a participant of this programme (Marriage Preparation Discipleship Programme) with the Church.

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

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

\_\_\_\_\_  
 Signature

Name of Applicant:

Name of Spouse-to be:

Date:

Date:

<b><i>For Verification Purposes (for Official Use)</i></b>	
MPDP Attended:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Batch:	
Verified by:	
Date:	
Application Received on:	
Received by:	