



## YISHUN CHRISTIAN CHURCH (COUNCIL)

10 Yishun Avenue 5

Singapore 768991

Tel.: 67556379



### **RULES AND REGULATIONS FOR RENTAL OF CHURCH FACILITIES FOR WEDDING BY MEMBERS OF YISHUN CHRISTIAN CHURCH**

#### **1. PURPOSE**

To define the Rules and Regulations for Rental of Yishun Christian Church premises at NO. 10 Yishun Avenue 5, Singapore 768991 for wedding by members of Yishun Christian Church.

#### **2. DEFINITIONS**

2.1	ROM	Registry of Marriages
2.2	YCC	Yishun Christian Church (Anglican); Yishun Christian Church (Lutheran); Yishun Christian Church (Council).
2.3	PRAISE HALL	Multi-Purpose Hall at 2 <sup>nd</sup> storey
2.4	iZONE	Canteen at Ground Floor
2.5	AV	Audio Visual System
2.6	The Council	Yishun Christian Church (Council), established in 1987 for the management of the Yishun Christian Church complex.
2.7	Staff	Staff of YCC
2.8	Church office	Yishun Christian Church (Council) Office.
2.9	AV crew	YCC authorized AV operators.
2.10	Administrator	Yishun Christian Church (Council) Administrator
2.11	Caretaker	Yishun Christian Church (Council) Caretaker

#### **3. REGISTRATION**

3.1 Christian couples marrying in YCC, both Anglicans and Lutherans can have their marriages solemnized and registered in the church on the same day.

3.2 Christian couples, must file the notice of intention of marriage at the ROM (Fort Canning Road) at least one (1) month before the church wedding. Thereafter, the couple will be given the following:

- a) Certificate of Marriage – white and colour copy.
- b) Confirmation of Marriage Licensed issued,
- c) ROM's self-address pre-stamped envelope.

These should be handed over to the Pastor solemnizing their marriage. At the same time, the names of two (2) witnesses (above 21 years of age) and photocopies of their identity cards must also be given to the Pastor.

#### **4. BOOKINGS**

4.1 Couples intending to get married in YCC must inform their pastors at least six (6) months ahead to book their wedding dates.

- 4.2 No wedding are allowed on Sundays, Christmas Eve, Christmas Day, Easter, or during the Lent season.
- 4.3 Booking is made on a first-come-first serve basis and on respective church's priority days. Members who wish to hold their wedding in YCC are required to complete the application form provided, see Appendix W1. The original booking form should be submitted to the Administrator for processing.
- 4.4 The wedding couple must have undergone or are undergoing pre-marital counselling by a pastor of YCC.
- 4.5 Couple should arrange their own photo copying or printing of material for the wedding.
- 4.6 Permission from the other church pastor must be obtained if booking is made on a non-priority day.
- 4.7 Applicant must provide a coordinator in the application form for a single point of contact. The Administrator/Caretaker will liaise with the coordinator directly on any issues pertaining to the wedding functions.
- 4.8 The wedding couple must ensure that the Wedding Ceremony held on any Saturday at the Sanctuary to end before 4:00 p.m. In addition, YCC reserved the right to make use of the Sanctuary once the Wedding Ceremony has ended.

## 5. RENTAL RATES

- 5.1 A one-time charge of \$300.00 will be imposed on wedding held on a Public Holiday not included in clause 4.2 above.

### 5.2 Rental rates

Sanctuary	\$75.00 per hour
Praise Hall	\$50.00 per hour
iZONE	\$25.00 per hour
The Upper Room	\$10.00 per hour

The minimum usage of church premises, for each venue if required, on rehearsal and decoration is two (2) hours and on the wedding day is four (4) hours. Thereafter, any additional hours will be chargeable on a per hour bases. Any balance of minutes is rounded up to the next higher hour.

- 5.3 The Rental Fees are waived for Staff of YCC or staff immediate family members (i.e. sons and daughters) who must also be a member of YCC.

### 5.4 Non-refundable deposit

A non-refundable deposit of \$200.00 is payable to the YCC (Council) within two (2) weeks upon approval of the booking application. Fail to do so the booking is considered void and cancelled.

### 5.5 Booking fee

The full booking fee, less the \$200.00 non-refundable deposit and add \$500.00 refundable deposit, is payable to YCC (Council) 2 weeks before the wedding day. If the balance is not paid, we may, at our discretion, withdraw our permission for the applicant to use the premises and facilities. In such an event, we shall not be liable to the applicant or any other person for any loss of damage, cost or expenses of any kind incurred or suffered by the applicant or any other person as a result of the withdrawal of permission.

- 5.6 In addition, our caretaker, administrator are to be given at least \$50.00 each for the work done for the wedding.

- 5.7 Applicant should engage their own AV crew and give them service fee directly.

- 5.8 The full list of standard rates as shown in Appendix WM.

## 6. RULES AND REGULATIONS

### 6.1 DECORATION

- 6.1.1 Decoration of the church and rehearsal must not interfere with the ongoing and regular church programs.
- 6.1.2 Decoration should be done on the night before the wedding.
- 6.1.3 The putting up decorating items, e.g. flowers, posters, words and etc., only can be done with approved tapes, double-sided tapes and strings. (Please check with Church Office.)
- 6.1.4 Throwing of rice, fresh flower petal, confetti, and etc. are not allowed in the Sanctuary.
- 6.1.5 For wedding on Saturdays, applicant has to provide two (2) bouquets of fresh flowers at the altar of the Sanctuary. The bouquets are to be arranged using the church's altar vases, and should be of a size and arrangement appropriate for the Sunday worship flowers. If in doubt, please check with the Administrator. The two (2) bouquets must not be removed but will serve as the altar flowers for the following day's worship services.
- 6.1.6 All decoration, **except the altar flowers**, has to be removed on the same day after the wedding.
- 6.1.7 Decoration must be ended by 10:00 p.m. The church gates will be locked at 10:30 p.m.

### 6.2 CARPARK

- 6.2.1 Only two (2) cars from the wedding couple are allowed to park in the Church premises during the Wedding Day. The wedding couple cars are also not to park at the Pastor's reserved parking lots during rehearsal as well as on the actual wedding day.
- 6.2.2 The guests attending the wedding are advised to park their vehicles at the Neighbourhood car parks nearby.

### 6.3 INDEMNITY/LIABILITY

- 6.3.1 The applicant shall indemnify YCC for the cost of repair or replacement of any damage done to any part of the premises or the contents of any part of the premises or anything or equipment which the applicant is permitted to use or operate arising from the applicant's use of the premises or things or equipment as the case may be.  
As security for the applicant's observance of this clause, the applicant shall deposit a sum of S\$500.00 with YCC which said deposit shall be refunded to the applicant within 30 days of the function free of interest but otherwise the same or any part thereof shall be used by YCC to off-set any costs of repair or replacement suffered by YCC as aforesaid.
- 6.3.2 Without prejudice to clause 6.3.1 above, the Applicant undertakes to indemnify YCC and hold YCC and its executive council and each of them harmless against all actions, claims, proceedings, costs and damages arising out of any breach or non-performance of the duties and obligations, whether express or implied, of the Applicant herein. The Applicant should especially ensure that activities of children are properly supervised.
- 6.3.3 The Applicant should ensure that he/she obtains any permits and/or licenses that may be required for purposes of the function to be held.

6.4 CLEANLINESS

Food and drinks, **except the bread and wine of the Eucharist**, are not allowed in the Sanctuary.

6.5 iZONE/PANTRY

6.5.1 No cooking is allowed in the premises, but the pantry facilities are available to the helper and/or caterers. Consequently, YCC does not make any representation as to the suitability of the pantry facilities for the Applicant's use and the Applicant should make his/her own examination and assessment of the pantry facilities.

6.5.2 The applicant shall undertake to ensure that any use of the pantry/dining facilities does not exceed its permitted purpose and that all food and utensils are removed immediately after the reception. All decorations are to be removed as well. Approval must be sought from the Administrator/Caretaker should anything in the premises be moved or dining facilities be brought into the premises.

6.5.3 All tables and chairs, which are removed or relocated, must be put back to its original location after the wedding reception.



6.5.4 The couple must seek the approval from YCC (Council) on design of the tentage or shelter. The couple must also liaise with the Administrator/Caretaker for the day of setting up the tentage or shelter.

6.6 AV SYSYEM

YCC does not allow outsider to operate the Church AV and lighting system. Only authorized AV crew are allowed to operate the AV and lighting console.

6.7 OTHERS

All activities must be ended by 10:00 p.m. The church gates will be closed and locked at 10:30 p.m.

 <p><b>YISHUN CHRISTIAN CHURCH (COUNCIL)</b>  <b>10 Yishun Avenue 5</b>  <b>Singapore 768991</b>  <b>Tel.: 67556379</b></p>		<p><b>APPLICATION FORM FOR USE OF CHURCH FACILITIES FOR WEDDING</b></p>
[W1: 11/2019]		

1. Name of Groom\*: \_\_\_\_\_ Contact No.: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Church Membership: ☐ YCCA ☐ YCCL ☐ Others (Please specify) \_\_\_\_\_  
 Home address\*: \_\_\_\_\_ Singapore \_\_\_\_\_  
 \*\* Refundable deposit cheque will be issued to the Groom by post unless otherwise stated by the applicant. Please make sure the name and address are valid.
2. Name of Bride: \_\_\_\_\_ Contact No.: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Church Membership: ☐ YCCA ☐ YCCL ☐ Others (Please specify) \_\_\_\_\_  
 Home address: \_\_\_\_\_ Singapore \_\_\_\_\_
3. Name of Officiating Minister: \_\_\_\_\_ Contact No.: \_\_\_\_\_
4. Wedding Coordinator: \_\_\_\_\_ Contact No.: \_\_\_\_\_ Email: \_\_\_\_\_
5. Venues required:

DATE	DAY	SANCTUARY	PRAISE HALL	iZONE	The Upper Room	
		Time --	Time --	Time --	Time --	(Rehearsal)
		Time --	Time --	Time --	Time --	(Decoration)
		Time --	Time --	Time --	Time --	(Wedding day)

I shall indemnify YCC for the cost of repair or replacement of any damage done to any part of the premises or the contents of any part of the premises or anything or equipment which the applicant is permitted to use or operate arising from the applicant's use of the premises or things or equipment as the case may be. Without prejudice to the clause above, the Applicant undertakes to indemnify YCC and hold YCC and its executive council and each of them harmless against all actions, claims, proceedings, costs and damages arising out of any breach or non-performance of the duties and obligations, whether express or implied, of the Applicant herein. The Applicant should especially ensure that activities of children are properly supervised.

I agree to abide by the Rules and Regulations set by Yishun Christian Church (Council) for the purpose of this application.

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Contact No.: \_\_\_\_\_

#### For Official Use

☐ Member ☐ Non-member ☐ Affiliated member

Application received by Administrator	Approved by YCCA	Approved by YCCL	Payment record:	
			(1)*Non-refundable deposit:	\$200.00
			Date rec'd.	
			(2)*Balance of payment:	\$
			Date rec'd.	
			(3)*Refundable deposit:	\$
Date:	Date:	Date:	Date returned:	

Remarks: (1)\* within 2 weeks upon approval of application.

(2)\* 2 weeks before the wedding day.

(3)\* 2 weeks, and normally within 30 days, after the wedding day.

(4) All information provided in this form is for internal use and will be kept in compliance with the "Personal Data Protection Act".

## CHARGES ON USAGE OF CHURCH FACILITIES FOR WEDDING BY MEMBERS OF YISHUN CHRISTIAN CHURCH

ITEM NO.	ITEM	CHARGES
1	Non-refundable deposit	\$200.00
2	Sanctuary	\$75.00/hr *
3	Praise Hall	\$50.00/hr *
4	iZONE	\$25.00/hr *
5	The Upper Room	\$10.00/hr *
6	Wedding on Public Holiday surcharge	\$300.00
7	Refundable deposit	\$500.00
8	Cleaning	\$200.00 #
9	Caretaker	\$50.00 #
10	Administrator	\$50.00 #
11	AV crew	Direct deal between applicant and operator

### Remarks:

1. Non-refundable deposit:  
Payable within two (2) weeks upon approval of the booking.
2. \* For Items 2, 3, 4, and 5:  
The charge will be based on per hour and **subject to a minimum of 2 hours booking for rehearsal and decoration, and minimum of 4 hours on the wedding day.** Any minutes is rounded up to the next higher hour. (E.g. If member used 2 hours 20 minutes, the charge will be 3 hours).
3. Refundable deposit  
The \$500.00 refundable deposit shall be refunded to the applicant within 30 days of the function free of interest but otherwise the same or any part thereof shall be used by YCC to off-set any costs of repair or replacement suffered by YCC as aforesaid.  
  
Please make sure the name to receive the refundable deposit is the same as that on the booking form as the cheque will be issued accordingly.
4. # For Items 8, 9, and 10  
These are compulsory charges in the booking package for weddings.
5. No weddings (including rehearsal and decoration) are allowed on Sundays, Christmas Eve, Christmas day, Easter and during the Lent season.
6. Payment mode: Cash or cheque. Cheque should be crossed and made payable to “Yishun Christian Church (Council)”.