



TERMS AND CONDITIONS ON THE USE OF THE CHURCH PREMISES

1. FACILITIES & TIMINGS

Notwithstanding the available time slots, please check with church office to confirm that the slots are not taken up by other events on that day.

For Saturday:

- 1) Chapel: Available time slot: 9am - 1.30pm; 10am-3pm; 11am-4pm.
- 2) Hall 1: Available time slot: 9am – 1.30pm
- 3) Sanctuary: Available time slot: 9am - 2pm

For Sunday:

- 1) Chapel: available time slot: 5pm - 8pm
- 2) Hall 1: Available time slot: 4pm - 8pm
- 3) Sanctuary: Available time slot: 4pm - 8pm

As there may be other church-based ministries after your event, please keep to the time allocated for use.

If rehearsal and decoration setup are required, these must be completed by 10.30pm. No decorations can be set up in advance if there's services before the wedding.

2. PARKING & ALIGHTING

Please provide your own traffic controllers. Please reserve the row of car parks in front of the multi-storey car park for church staff. The double parking lots are reserved for event /wedding use. Leave the rest of the lots to be on a first come first serve basis. Any fixtures/chairs used for such reservation are to be removed after use. Alighting along the main road is discouraged as this may pose a traffic hazard. Car marshals are to be stationed along main road to redirect traffic.

3. PA MATTERS

The wedding couple is advised to have their own PA crew to help them with the logistics. Otherwise, where PA crew is needed, a gift of \$120/- per trained crew is to be made directly to the person(s) or to a designated person as advised. PA helpers are to liaise with the church's PA crew.

4. CLEANING

Kindly arrange helpers to clean up the premises after use. All rubbish to be deposited into the bulk bins. As such occasions would result in heavier clearance of rubbish from the premises, a love offering of \$30/- each is recommended to be given directly to the church cleaners.

5. DAMAGE TO PROPERTY

Please inform the church office at 6645-0700 should there be any damage to property.



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6. ARRANGMENT & TURNING OFF POWER

Please ensure the chapel/hall is rearranged back properly and ready for use by the next users. Kindly also ensure that all the lights, computers, projectors and air-conditioners are switched off after use.

7. HALLELUJAH QUADRANT (HQ):

Reception may be held at the HQ. Caterer is not allowed to set up tables at HQ on Friday nights especially when a corporate event is running, e.g. W&I. This is to free up the HQ for car parking.

8. PLEASE:

- Do not rearrange chairs in Sanctuary
- Do not consume food and drinks in Chapel/Sanctuary
- Do not remove chairs/tables from Sanctuary/Chapel/Hall 1
- Do not let caterers throw unconsumed food into drain
- Do not remove PA or reposition stage equipment
- Do not let caterers do washing in the church premises
- Do not drive nails or sticks decorations on any wall/fixture
- Do not leave your wedding decorations behind

9. ELIGIBILITY (for Weddings only)

For baptised Christians who are registered members of BBTC, please apply at least 6 months before your wedding date. Eligible couples must have been involved in one of our cell groups for least 1 year, before applying for a church wedding. At the point of the wedding, the couple must have completed all sessions of the Pre-Marital Course. The wedding must also be the first for the couple except in the case of a widow or widower.

10. AVAILABILITY OF SOLEMNISER (for Weddings only)

At the time of booking of church facilities, couples are to arrange and ensure that an officiating minister will be available to solemnise their marriage. Couples are advised to give early notice so as to avoid disappointment when solemnisers are away on personal matters. Request maybe made via email or personally. Upon the discretion and agreement between the solemnisers, one will be assigned to solemnise. Choice of solemniser is not the prerogative of the couples but dependent on the schedules and availability of solemnisers. Should an external solemniser be appointed, couples are required to inform the church in advance.

11. ROM DOCUMENTS & PROCEDURES (for Weddings only)

It is the responsibility of the couple (and that the church) to check and comply with the necessary requirements of ROM regarding marriage procedures. Couples are to visit the website of ROM for details regarding the filing of marriage notice and the collection of the Certificate of Marriage, etc. the necessary documents must be presented on the day of wedding so that solemnisation can proceed.