

FACILITIES BOOKING FOR WEDDING



1. GENERAL

1.1 No booking may be initiated unless the wedding couple has submitted the duly completed **Wedding Application Form** (<https://bbtc.sg/externalbooking>) and has confirmed that the confirmed solemniser's name is given to the church office within ten days.

1.2 Submission of the duly completed Wedding Application Form does not mean a booking has been confirmed. The church staff, Magdalene Lee and Luke will contact the wedding couple to inform them of the availability of the premises approximately six (6) months before the intended date of use stated in the Wedding Application Form ("ceremony date"). Confirmation will be provided by email to the wedding couple's designated email address indicated in their Wedding Application Form.

1.3 The wedding couple is liable for any damages, expenses and losses caused to the church premises and facilities due to their use of the church facilities.

1.4 Full payment for the use of all church facilities booked (including all additional usage charges) must be made at least one (1) month before the ceremony date.

1.5 If renovation is taking place, bookings of room is subject to availability & last-minute unexpected circumstances.

1.6 BBTC reserves the right to change at any time or any terms of use relating to the church facilities and premises.

2. ROOM RENTAL RATES

	Church Members	Para Church (Seminars)
Sanctuary	\$2,000	\$3,000
Hall 1	\$1,200	\$1,800
Chapel	\$750	\$1,200
Hall 2	\$500	\$750
Mid-sized rooms		\$50 each
Small rooms		\$30 each
BBQ Pits		\$30 (non-working), \$60 (working)

*Staff includes only those who are on payroll. The privileges are extended to immediate family members (children) only. Privileges non-transferrable.

2.1 Wedding charges include

- ✓ One night for the wedding rehearsal, wedding decoration (only applicable if the wedding is on Saturday) and worship practice
- ✓ Use of Hallelujah Quadrant (HQ as wedding reception)

2.2 Wedding charge does not include the manpower help required for Audio & Visual.

3. FACILITIES & TIMINGS

Notwithstanding the available time slots, the couple must check with the church office to confirm that other events do not take up the slots on that day.

For Saturday

Hall 1 (Level 1) : Available time slot from 8am to 1pm
Chapel (Level 2) : Available time slot from 8am to 1pm;
10am to 3pm; 11am to 4pm
Sanctuary (Level 3) : Available time slot from 8am to 1pm

For Sunday

Hall 1 (Level 1) : Available time slot from 4pm to 8pm
Chapel (Level 2) : Available time slot from 5pm to 8pm
Sanctuary (Level 3) : Available time slot from 4pm to 8pm

3.1 The church gate opens at 7.30am.

3.2 The wedding couple is responsible for bringing their accessories for the wedding decoration and ceremony.

3.3 Do not shift any musical instruments in Hall 1, the Chapel, or the Sanctuary.

3.4 Decorations are not to be attached to the chairs, furniture or walls using thumbtacks, pins, glue, stapler, adhesive tape or otherwise.

3.5 All decorations are to be removed promptly after the wedding ceremony ends.

3.6. No rice, confetti, fresh flower petals and soap bubbles are to be used in the Chapel or the Sanctuary. Please do not litter.

3.7 Food and drinks are not allowed in the Chapel or the Sanctuary.

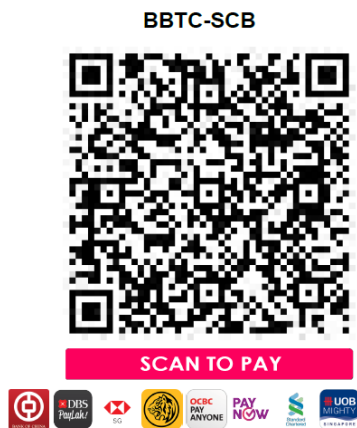
3.8 The wedding couple is liable for any damages, expenses and losses caused to the church premises and facilities due to their use of the church facilities.

3.9 Please inform the church office at 66450703 (Magdalene Lee) or 66450704 (Luke) should there be any damage to the instruments or other property of the church.

3.10 Payment can be made via Bank Transfer or Paynow as per the usual tithes. Indicate in remarks Wedding_DATE.

1. QR Code for Payment

Scan to transfer



2. PAYNOW

UEN: 198402921MBBT

Kindly send a screenshot of the payment to church admin (WA: 94856942) for information after transfer is made.

4. USE OF HALLELUJAH QUADRANT (HQ) AND HALL 1 FOR THE WEDDING RECEPTION

4.1 We do not provide round tables for the wedding reception.

4.2 Use of the kitchen is not allowed.

4.3 The caterer is only permitted to set up the food, rented tables and decorations for the wedding reception on the ceremony date itself.

4.4 The caterer is not allowed to set up tables at the HQ on Friday night, especially when a corporate event is running, e.g. Come Bless the Lord (CBTL) This is to free up the HQ for car parking and CGs Fellowship.

4.5 The wedding couple and the wedding coordinator are to ensure that the caterer provides sufficient trash bags for the wedding reception and ensures proper disposal of the accumulated waste generated by the wedding reception immediately after the wedding reception ends.

4.6 The caterer is to remove all leftover food and all rented tables and decorations immediately after the wedding reception ends.

5. CARPARK (PARKING & ALIGHTING)

5.1 The wedding couple will be given a maximum of eight (8) carpark lots for their immediate family members and relatives at the four double lots.

5.2 The wedding couple will receive one (1) individual lot for their bridal car.

5.3 Please provide carpark ushers to direct traffic.

5.4 Wedding couple is to inform their guests to park at the nearby HDB carpark lots.

5.5 As there are limited carpark lots within the church, wedding guests are to park elsewhere as there may be other church activities running simultaneously.

5.6 Carpark ushers to direct the wedding guests to park at the nearby carparks.

5.7 Please do not park on the red lots and the lots facing Block 113. These lots are reserved for the four (4) service speakers and the pastoral staff.

5.8 Alighting along the main road and on the top of the ramp to the carpark is discouraged as this may pose a traffic hazard. Instead, Carpark ushers must be stationed along the main route to redirect traffic.

6. AUDIO & VISUAL (AV) MATTERS

6.1 The wedding couple is advised to have their own Audio & Visual (AV) crew to help them with the logistics. These can be their friends or invited guests.

6.2 The AV crew need to contact BBTC's head of AV to run through the AV system if they require training to familiarise themselves.

6.3 Otherwise, where an AV crew is needed, a gift of \$360 per crew is to be made directly to the person(s) or a designated person as advised. AV helpers are to liaise with the head of AV, BBTC.

Still the recommendation is for couples to get their friends or family to support with the AV requirements for the wedding.

7. CLEANING

7.1 Kindly arrange for helpers to clean up the premises after use. All rubbish except food waste is to be deposited into the bulk bins.

7.2 As such occasions would result in heavier clearance of rubbish from the premises and to re-arrange the seats in Hall 1 or the Chapel or the Sanctuary, a love offering of S\$30 each for

- ✓ Two (2) cleaners : use of Hall 1 or Chapel or Sanctuary and HQ
- ✓ Three (3) cleaners : use of Chapel or Sanctuary, Hall 1 and HQ

7.3 The couple are not to give the love offering directly to the cleaners. Instead, the couple will pass it to Magdalene Lee or Isaac Leong at the wedding rehearsal.

8. ARRANGEMENT & TURNING OFF POWERS

8.1 The wedding couple and the coordinator are to ensure that all chairs and tables in Hall 1, Chapel, Sanctuary, Hallelujah Quadrant or rooms are re-arranged back correctly and ready for use by the next users. Please seek guidance from the facilities staff if unsure.

8.2 All instruments, computers, projectors, lights and air-conditioners are to be switched off after use.

9. ELIGIBILITY (FOR MARRIAGE ONLY)

9.1 For baptised Christians who are registered members of BBTC, please apply at least six (6) months before your wedding date.

9.2 The eligible couple must have been involved in one of our cell groups for at least one (1) year before applying for a church wedding.

9.3 The wedding must also be the first for the couple except for a widow or widower.

9.4 At the point of the wedding, the couple must have completed all sessions of the Pre-Marital Course (PMC). Please check with Jessica if the couple has completed the PMC before booking the premise for their wedding.

10. AVAILABILITY OF SOLEMNISER (FOR MARRIAGE ONLY)

10.1 The wedding couple is to approach Ps Andrew Tan to arrange their solemniser for their wedding.

10.2 The couple is advised to give early notice to avoid disappointment when the solemniser(s) is/are away on personal matters.

10.3 Upon the discretion and agreement between the solemnised, one will be assigned to solemnise. The choice of solemniser is not the prerogative of the couple but dependent on the schedules and availability of the solemniser.

10.4 Should an external solemniser be appointed, the couple must inform Ps Andrew Tan in advance.

10.5 The couple is to check with the solemniser the date of rehearsal. Friday is preferred.

10.6 The wedding couple is also encouraged to offer a love gift of S\$50 to S\$100 to the solemniser to appreciate their service. The Registry of Marriage (ROM) also encourages this advisory regarding love gifts.

11. ROM DOCUMENTS & PROCEDURES (FOR MARRIAGE ONLY)

11.1 It is the responsibility of the couple (and that of the Church) to check and comply with the requirements of ROM regarding marriage procedures.

11.2 The couple is to visit the website of ROM for details regarding filing the marriage notice and collecting the Certificate of Marriage, etc.

11.3 The necessary documents must be presented on the wedding day to proceed with solemnisation.