

**Application for the use of Church Premises for Wedding**

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Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone/Handphone No: \_\_\_\_\_ Fax No: \_\_\_\_\_

Email Address: \_\_\_\_\_

Affiliated Church / Organisation: \_\_\_\_\_

Address: \_\_\_\_\_

Number of people using the premises (Maximum 300): \_\_\_\_\_ Level: \_\_\_\_\_

Date & Time of Wedding: \_\_\_\_\_ Date & Time of Rehearsal: \_\_\_\_\_

Name of Bridegroom: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Name of Bride: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Date of Baptism (Bridegroom): \_\_\_\_\_

Date of Baptism (Bride): \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

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**Officiating Minister:**

I, \_\_\_\_\_ will be officiating the wedding of  
\_\_\_\_\_ and \_\_\_\_\_

I have checked and am satisfied that both the bride and groom are Christians and are  
members of \_\_\_\_\_ (Church).

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- Notes:** (1) *The Sanctuary is not available for use after 4pm on Saturday.*  
(2) *Food and drinks are not allowed in the Sanctuary. Multi-Purpose Hall for use till 5.30pm only.*  
(3) *The Sanctuary and the Multipurpose Hall booked must be on the same level.*  
(4) *Rehearsal should be held on weekday evening, excluding Tuesday, Saturday and Sunday.*  
(5) *All payments must be handed to the Secretary/Administrator of the Lutheran Church of Our Redeemer. Do not pay to the Sound Technicians or the caretaker. Payment must be made one month before the wedding. 10% will be levied for any late payment.*  
(23/10/03)

## LUTHERAN CHURCH OF OUR REDEEMER

30 Duke's Road, Singapore 268912 Phone: +65 64664500 Fax: +65 6462 4977

### GUIDELINES FOR USE OF LCOR PREMISES FOR WEDDING/ RECEPTION

- 1 Applications for use of church premises for wedding will be entertained only for couples who are baptized Christians. Documentary proof is required.
- 2 The wedding couple must have attended pre-marital counseling. A letter of confirmation from their minister/pastor is required.
- 3 Priority for booking will be given to members of the Lutheran Church of our Redeemer (LCOR).
- 4 Applicants are expected to offer the following love gift:
  - (a) Use of premises - \$1,500 (non members);
  - (b) At least \$200 (LCOR active members)

> A non-refundable deposit of \$500 is payable on approval of application. The balance is payable not later than one month before the date of use. **10%** will be levied for late payment

> Another deposit of S\$300/- shall also be collected for repair/replacement charges arising from possible damages to furniture. This is refundable where no damage occurs.

Arrangements must be made with the church office with regard to the service / reception times, rehearsal, use of musical instrument / public announcement etc., at least 3 months before the wedding.

- 5 Pins, thumb tacks and other sharp objects should not be used to fasten or secure decorations to the pews/chairs. All decorations must be removed after the wedding ceremony/reception.
- 6 No candles/confetti are to be used in the aisle.
- 7 Only catered food is permitted for the reception. The Food Preparation Room is not open for use.
- 8 Hosts are expected to advise their guests not to have food or drinks in the sanctuary.
- 9 Alcoholic beverages and smoking are not permitted at the reception.
- 10 The church will not be responsible for any mishaps that might occur in the premises.
- 11 Any damages to the furniture must be reported to the church office. Applicant shall pay the repair/replacement charges.
- 12 All furniture must be moved back to their original positions after the wedding ceremony / reception/
- 13 Prudence should be exercised in the use of lights, fans and air conditioners. Any tents erected must be removed within 6 days from the date of the wedding.
- 14 The church will not entertain any application for use of the premises for wedding ceremony/ reception :
  - (a) during the week before and including Easter Sunday
  - (b) on Sundays
  - (c) on Christmas Eve and Christmas Day

Above rules and regulations are subject to review and revision as deemed appropriate by the Church from time to time.

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I have read the above rules and regulations governing the use of the LCOR premises for my wedding ceremony / reception and agree to abide by them.

Signature \_\_\_\_\_

Name of Applicant \_\_\_\_\_

Date \_\_\_\_\_