

Lutheran Church of Our Redeemer
Application for the use of Premises for Wedding

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: _____

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 except Tuesday.**
- (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.**

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:
Use of premises (Sanctuary/Multi-Purpose Hall/Basement Carpark)- \$2500
 - > 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
- 15 Reserve 2 parking lots for LCOR staff at basement carpark.

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

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 _____