

纽顿生命堂 NEWTON LIFE CHURCH

16 NEWTON ROAD, SINGAPORE 307995
TEL: 62524206 Email: admin@newtonlifechurch.sg

借堂申请书 - 婚礼

(Updated 2 Aug 2014)

Application for Usage of Church Facilities for Wedding Ceremony

申请人姓名 Name of Applicant		电话/手机 Contact Number / HP
Name of Groom : _____ / Hp		Email
Name of Bride: _____ / Hp		Email
所属教会 Current Church: _____		
** 所有细节须在正式借用堂会的 30 天前确定。 All details to be fully confirmed with Newton Life Church 30 days before actual date.		
地址 Address		
<input type="checkbox"/> 副堂崇拜厅 Chapel 401/402 () 4 hours usage \$1500 Rehearsal 2 hrs (- am/pm) Actual Day 2 hrs (- am/pm)	<input type="checkbox"/> 大堂崇拜厅 Main Worship Hall - Only for members of NLC () 4 hours usage \$1700 Rehearsal 2 hrs (- am/pm) Actual Day 2 hrs (- am/pm)	<input type="checkbox"/> 交谊厅 Multi-Purpose Hall () Air-conditioned \$600 () Non-Air-conditioned \$400 Actual Day 2 hrs (- am/pm)
婚礼举行日期/时间 Date of Using / Time		
采排日期/时间 Rehearsal Date / Time (参阅附表第六项 refer Annex S/No 6)		
布置日期/时间 Decoration Date / Time (参阅附表第八项 refer Annex S/No 8)		
聚会人数 Estimated Number of People		
按柜金 Deposit for Confirmation 保障按柜金 Safety Deposit		
证婚人 Wedding Officiate	所属教会 Church	联络电话 HP Number
联系负责人 Appointed Coordinator	联络号码 Contact No:	
备注 Remarks		

致：纽顿生命堂长执会

本堂会/机构/本人 愿意在借堂期间遵守贵堂所订之借堂规则

To Session Newton Life Church

I shall comply with the rules and regulations stated while using the Church premises.

.....
签名/日期 Signature/Date

TERMS AND CONDITIONS FOR THE USAGE OF NEWTON LIFE CHURCH FACILITIES

FOR CHURCH WEDDING CEREMONY

For use of Holy Matrimony Service, the couple must both be Christians.

Please attach a letter of endorsement from applicant's Church Pastor.

借堂举行婚礼，新人必须是基督徒，并需附上借堂者之教会牧师的推荐信

USAGE OF THE NLC FACILITIES will include the usage of the following:

1) Musical Instruments

- () Piano

2) Sound System

- () 2 fixed microphones at the pulpit
- () 1 Cordless and 3 stand microphones (Extra mics@\$50 each, max 3 mics)
- Strictly to be operated and controlled by our AVA staff.

3) Welcome Guest Reception

- We provide 2 tables (180cm x 79cm) and 4 chairs outside the Chapel.

4) Signing Of Marriage Cert

- () We provide 1 table (180cm x 79cm) and 2 Chairs up front in the Chapel (Optional).

5) Rest Room For The Bride

- () Located on the same level as the Chapel.

6) Rehearsal

- One session in the Chapel. Available for 2 hours on weekdays only.
- Rehearsal day on Tue, Wed and Fri, time between 10:00am ~12pm, 2pm ~ 9pm.
- Extra time required will be charged at \$50 for 1st 30mins and \$80 for every subsequent 30min (max 60 min).
- All necessary information / material must be ready for use on Rehearsal Date.

7) Car Park

- Basement 1 & 2 parking lots available on first come first served basis.

8) Decorations

- Only flowers, ribbons and balloons are allowed in the Chapel.
- No nailing on walls, tables and chairs is allowed. Please keep the premises clean.
- Weddings in the afternoon – decorations may be put up in the morning between 9am – 1pm.
- Weddings in the morning – decorations may be put up the day before between 6pm-10pm.
- Decorations must put down immediately after the wedding ceremony.
- Max. 4 hrs – Extra time spend will be charged at \$50 for extra 1st 30 min & \$80 for every subsequent 30 min.
- *You are to accept all Church Festive Decorations that may put up during your wedding period.*

9) Prohibitions

- Throwing of Confetti or fresh Flowers.
- Smoking.
- Drinking or Eating in the Chapel.
- Disco Music.
- Shifting of Equipment or Furniture.

10) Capacity

- The seating capacity for the pews in the Chapel 401 & chapel 402 is 220 & 400 respectively.
- The seating capacity for the pews in the Main Worship Hall is 650 ~ 800.
- If additional chairs require to be arranged, will be charged at \$2 per chair (max 20 chairs).

11) Meal Reception After The Wedding Ceremony

- Meal reception will be set up at the Multi-purpose Hall located at the 1st Level of the Annex Hall.
- MPH seating capacity 120 pax with tables & chairs.
- Driveway without shelter can be used for dining for a maximum capacity of 200 pax.
- No table and chair provide for driveway dining, self provision through supplier.
- You may bring in your own caterer for meal reception.
- Food must be ready for serving as no cooking is allowed on the premises.
- Refuse is to be disposed off immediately after reception by caterer at provided location.
- Tables and chairs must be returned to the original position after reception.
- Tables and chairs provided by supplier must clear on the same day, otherwise, a penalty of S\$100 will be charged.

12) Viewing of Premises

- Available by appointment during office hours:
Monday to Friday – 9:00am to 12:30pm, 2:00pm to 5:00 pm
Saturday – 9:00am to 12:00pm

13) Usage Fee

- Usage of Chapel 401 or 402: S\$1500 (4-hours usage), 2 hrs rehearsal and 2 hrs actual day.
- Usage of Main Worship Hall (Only apply to members of NLC): \$1700 (4 hours usage), 2 hrs rehearsal and 2 hrs actual day.
- Usage of Multi-Purpose Hall for meal reception: S\$600 (Air-conditioned) for 2 hours.
- Usage of Multi-Purpose Hall for meal reception: S\$400 (Non-Air-conditioned) for 2 hours.
- Usage of Driveway without table and chair free of charge.

14) Services Fee

- PA services \$100, MM services \$100 and Cleaning services \$100.

15) Payment

- Booking for the use of NLC facilities will be confirmed only upon receiving the duly completed application accompanied by a 30% non-refundable deposit.
- In addition, a Safety Cash Deposit of \$300 refundable within 30 days after the Wedding is required. This amount will be used to deduct any additional charges, for example, the rental of chairs, damages to property, extra usage of Chapel, fines for against rules etc, incurred before, during and after the Wedding service.
- Full payment of all charges must be made payable to “Newton Life Church” 1 week before the Wedding Rehearsal.
- NLC members enjoy 30% Discount (Not inclusive cleaning & other additional optional fees) for wedding held on Mon to Sat. No discount for Sunday and subject to Session approval.
- Please write on the reverse side of cheque “Booking of Premises” & Date of Wedding.
- Our contact:

Newton Life Church
16, Newton Road,
Singapore 307995
TEL: 62524206
Email: admin@newtonlifechurch.sg

16) For Office Use

- Attended By : _____ Approved By : _____
- Confirmation Deposit/ Date : _____ Received by: _____
- Payment Details : Bank _____ Cheque No. _____ \$ _____
- Balance Payment Received by / Date : _____ \$ _____
- Deposit Return Payee Name : _____

纽顿生命堂借堂规则

1. 本堂（正堂、副堂、交谊厅、课室等）只提供给以下的基督徒聚会：敬拜、宣教、团契、教育、培训、圣乐及举行圣礼之用，其他用途恕不借用。
2. 借堂举行婚礼，新人必须是基督徒，并需附上借堂者之教会牧师的推荐信。正堂只借给本堂会员使用。
3. 本堂会员只可借用本堂作出殡礼拜之用，不可作停柩之用。
4. 凡拟欲借堂者，必须来函洽商，并填写借堂申请书（需於 30 天之前），详列使用性质、内容、讲员及时间等。婚礼或普通借堂申请书，必须缴交 30% 或 10% 不可取回定金，经本堂行政部负责人核准同意后 方得使用。本堂有权拒绝少过 30 天的申请书。
5. 凡借用本堂者，必须保证主持聚会及参加聚会者之宣言及行动合乎圣经之准则，并且不会触犯政府立定的使用公共场所法令。
6. 如获批准借用本堂的设施，必须缴交有关借堂费用，请参考婚礼和普通借堂收费表。
7. 凡本堂会员借用者，必须缴交借堂费用 70%（本堂会员享有 30% 借堂折扣），星期日除外。若在星期日借用，不享有折扣，需征得长执会通过。音响技术员、多媒体技术员及清洁费用等必须照付全费。
8. 未经本堂允准的公物不得擅自使用或移动，若因擅自使用而损坏者，必须赔偿。
9. 借用本堂的使用时间由上午九时至晚上十时止，超时者必须缴交附加费用（必须由本堂长执会决定）。电灯及冷气只在聚会前 1/2 小时开启。
10. 请勿使用钉子钉贴文件于墙壁及桌椅，并必须保持地板的清洁（请勿使用鲜花瓣、花纸削或亮片）。诗歌集及圣经用后必须放回原处。
11. 若欲使用本堂音响及多媒体器材，系统只能由本堂同工操作。
12. 借堂者若违反上例任何一项条规（尤其条规五），本堂有权终止借用，该有关人士就必须立刻离开本堂。
13. 遇本堂有特别或突发的事件，需要用到已恰妥借出的会所，本堂有权中止借堂申请，并协助寻找合适的解决方案。
14. 借堂者必须委任一位总管负责人，负责临场监督及处理一切的事务，并按借堂条规进行，若在使用期间，总管负责人缺席，本堂则有权停止借用会所及器材。
15. 为了避免本堂同工在工作时间里接听有关聚会时间、内容及交通等的询问。敬请贵堂会、机构或个人必须在宣传单张或请柬上清楚刊登详情，主办堂会或个人的联络电话（请勿刊登本堂的电话号码）。
16. 本堂长执会有权在任何时间删改或增加借堂条规。

RULES AND REGULATIONS FOR USE OF CHURCH PREMISES OF NEWTON LIFE CHURCH

1. The Church premises can only be used for the following Christian meetings: Worship, Mission, Fellowship, Education, Training, Musical Concert and Baptismal Service.
2. For use of holy matrimony service, the couple must both be Christians. Please attach a letter of endorsement from applicant's Church pastor. Only members of Newton Life Church (NLC) are allowed to hold such service in the Main Worship Hall.
3. Only members of NLC are allowed to use the premises for burial / cremation Service.
4. Applicant must complete the application form providing details such as type of meeting, content of meeting, speaker and timing of meeting. Wedding and normal premises application must accompany by a 30% or 10% non refundable deposit respectively. Applicant must seek permission (30 days in advance) prior to the use of the premises. NLC reserve the right to reject application less than 30 days.
5. Applicant must ensure the meeting is conducted within the biblical guidelines as well as not violate the government's policy on the usage of public places.
6. Upon approval, the usage charges will apply accordingly, please refer to the list of wedding and normal premises usage charges.
7. For members of NLC, the fee chargeable is 70% of the original fee charge (NLC members have the privilege of 30% discount), except Sunday. Usage on Sunday no discount and subject to Session approval. Full payment for cleaning, PA and MM services fee.
8. Do not move or remove any church equipment without prior permission. Applicant is liable to pay for the damages (if any).
9. The time frame for use of the premises is between 9:00am to 10:00pm. Extra charges will be collected for exceeded hours subject to the approval of the Church Session. Electricity and air-conditioning will only start operating 1/2 hour before function.
10. No nailing on walls, tables and chairs is allowed. Please keep the premises clean (No flowers petals and confetti is allowed). Ensure all hymnals and Bibles are placed in order after use.
11. Church PA & MM systems will only be operating by our staff.
12. If the applicant fails to observe the above rules (especially Rule No.5), the church session reserves the right to withdraw the use of the premises and all personnel involved must leave the premises immediately.
13. For any unforeseen circumstances, the church reserves the right to withdraw the application. The applicant will be assisted to look for other alternatives.
14. Applicant must appoint a coordinator to ensure that the above rules and regulations are adhered to. If the appointed coordinator is absent, the church may disallow the use of the premises or its equipments.
15. In order to avoid any interruption during office hours, applicant must state and print the meeting details clearly on the brochure or invitation card. (Please do not include the church contact number)
16. The Church Session reserves the right to amend the above rules and regulation at any time.