

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

Application for Usage of Church Facilities for Wedding Ceremony *(Updated 4 July 2017)*

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 \$2000 Rehearsal 2 hrs (- am/pm) Actual Day 2 hrs (- am/pm)	<input type="checkbox"/> 大堂崇拜厅 Main Worship Hall 4 hours usage \$2400 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)	
<input checked="" type="checkbox"/> Audio Visual Services - \$200 (Compulsory Fee)			
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
- () 2 Cordless microphones
- Strictly to be operated and controlled by our AV staff.

3) Signing Of Marriage Cert

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

4) Rest Room For The Bride

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

5) 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.
- Please have necessary information / material must be ready for use on Rehearsal Date.

6) Actual Day

- All activities have to end by 3pm on a Saturday.

7) Car Park

- Basement 1 & 2 parking lots available on first come first served basis (120 lots).

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 morning – decorations may be put up the day before between 6pm-10pm.
- Decorations must put down immediately after the wedding ceremony.
- You are to accept all Church Festive Decorations that may put up during your wedding period.

9) Prohibitions

- Throwing of Confetti, party poppers or fresh flowers.
- Smoking.
- Drinking or Eating in the Chapel.
- 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.
- 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\$2000 (4-hours usage), 2 hrs rehearsal and 2 hrs actual day.
- Usage of Main Worship Hall: \$2400 (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 only without tables and chairs

14) Audio Visual Services Fee

- PA services \$100, MM 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 and those baptized in NLC enjoy 70% Discount (Not inclusive of AV services) 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 : _____

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, Weddings 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.
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. 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
7. Upon approval, the usage charges will apply accordingly, please refer to the list of wedding and normal premises usage charges.
8. For members of NLC and those baptized in NLC, the fee chargeable is 30% of the original fee charge (the privilege of 70% discount).
9. Usage on Sunday subject to Session approval. No discount for members and non-members. Full payment for cleaning, PA and MM services fee.
10. Do not move or remove any church equipment without prior permission. Applicant is liable to pay for the damages (if any).
11. The general time frame for use of the premises is between 9:00am to 10:00pm. Electricity and air-conditioning will only start operating 1/2 hour before function.
12. 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.
13. Church PA & MM systems will only be operated by our staff.
14. For any unforeseen circumstances, the church reserves the right to withdraw the application. The applicant will be assisted to look for other alternatives.
15. 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.
16. 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)
17. The Church Session reserves the right to amend the above rules and regulation at any time.