

FACILITIES BOOKING FOR WEDDING



1. GENERAL

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

1.2 Submission of the duly completed Wedding Application Form does not mean a booking has been confirmed. BBTC church staff, Magdalene Lee and Luke Tan, 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 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.

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

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

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 Room rate charges do not include manpower 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

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 7.00am.

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, Chapel or 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 or soap bubbles are to be used in Chapel or Sanctuary. Please do not litter.

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

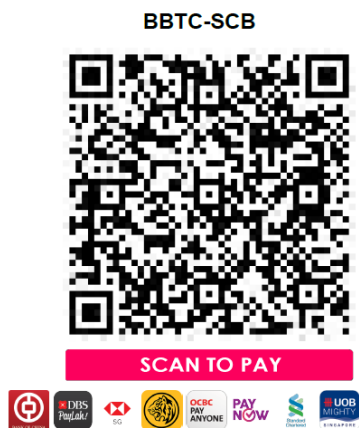
3.8 The wedding couple is liable for any damages, expenses and losses caused to the church premises and facilities due to their use of the church facilities.

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

3.10 Payment can be made via Bank Transfer or PayNow as per the usual tithes. Please 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 (WhatsApp: 84295770) 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 in HQ on Friday nights, 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/or 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 it 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 double lots (4 grey, 4 red).

5.2 The wedding couple will have one (1) individual lot reserved 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. Please refer to

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/Chapel/Sanctuary and HQ
- ✓ Three (3) cleaners: use of Chapel/Sanctuary, and 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 or Samsul at the wedding rehearsal.

8. HALL/ROOM LAYOUT & POWERING OFF

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 Teng if the couple has completed the PMC before booking the premises 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.

Frequently Asked Questions

1. Will BBTC provide the solemnisation table and chairs (for signing of marriage certificate)?

Ans: The following table dimensions are typically used by wedding couples (for wedding reception, guest book and/or photo display, and solemnisation on stage):

- L122 * D81 * H69cm – wooden
- L152 * D81 * H69cm – wooden
- L180 * D75 * H69cm – wooden
- L181 * D74 * H75cm – plastic top with metal legs

Please inform Facilities staff Isaac Leong & Samsul which table dimensions you prefer.

Note: tablecloths are not included.

2. Do you have Q poles?

Ans: we have about 7 Q poles with A3 signage holder (portrait/landscape)

3. We need help rearranging chairs in the Chapel/Sanctuary, will the cleaners be around to help us?

Ans: Cleaners will be on hand at L1 to ensure that the lunch reception area is free of dirt, dropped food & spills while guests are eating, and to replace trash bags once they are full.

*As such, we would need your helpers to return chairs in Chapel/Sanctuary to their **original positions** before they were removed for the wedding.*

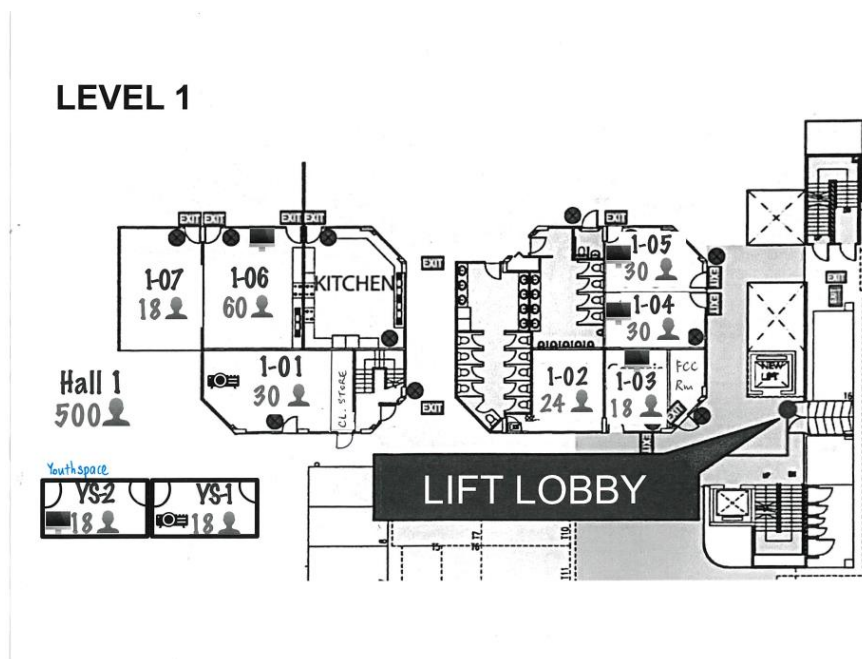
4. Are parking lots for wedding speaker & solemniser part of the 8+1 reserved carpark lots?

Ans: Yes.

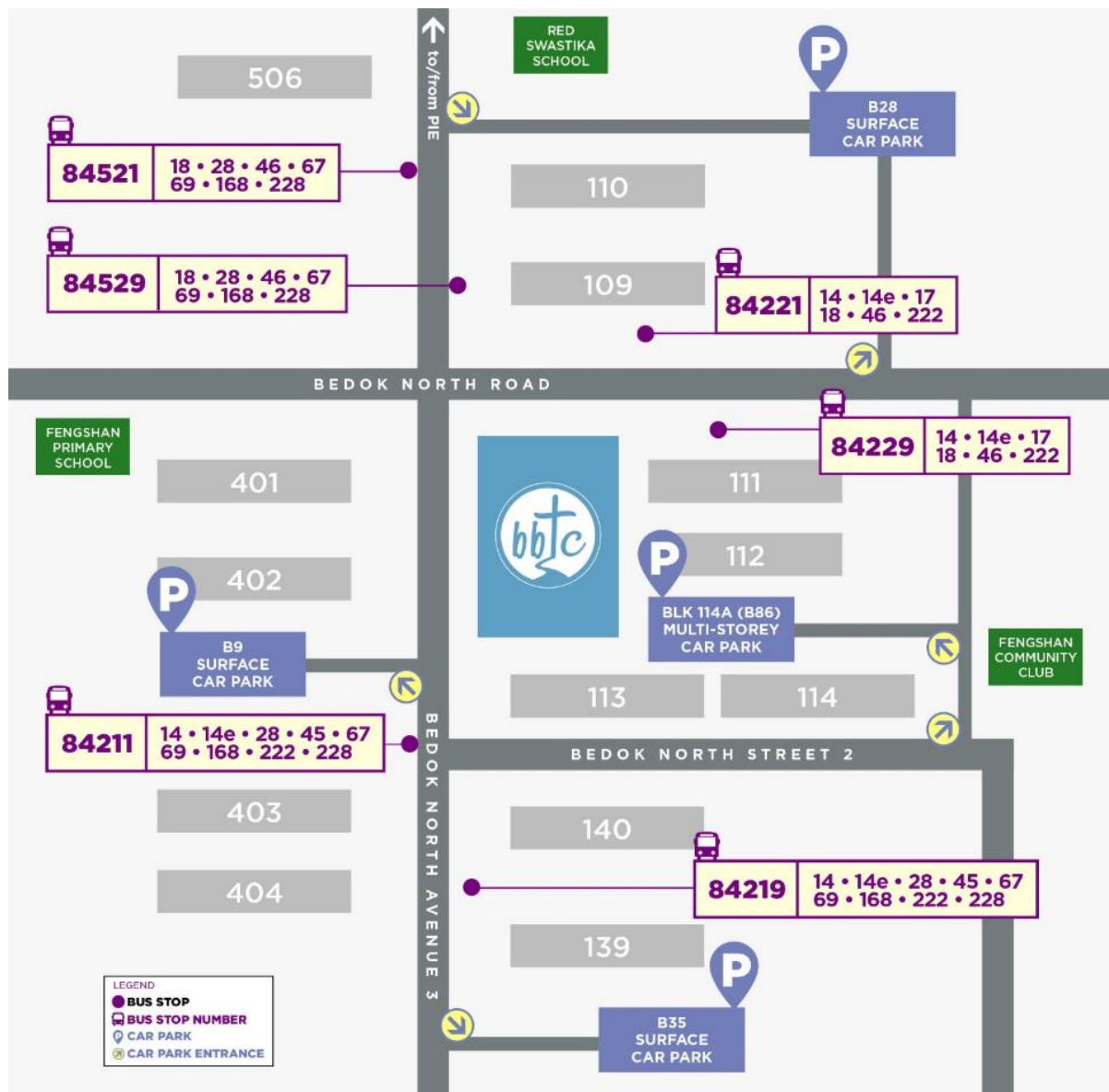
5. Why is the rehearsal on the Friday of the week before the actual wedding day?

Ans: We conduct rehearsal on the day before the wedding day so that the wedding decorations can be left overnight.

6. Floor plan for Level 1:



7. Floor plan for Hall 1:



9. Can we use party popper confetti and fake flower petals on the actual wedding day but have our own people to clean up after the ceremony?

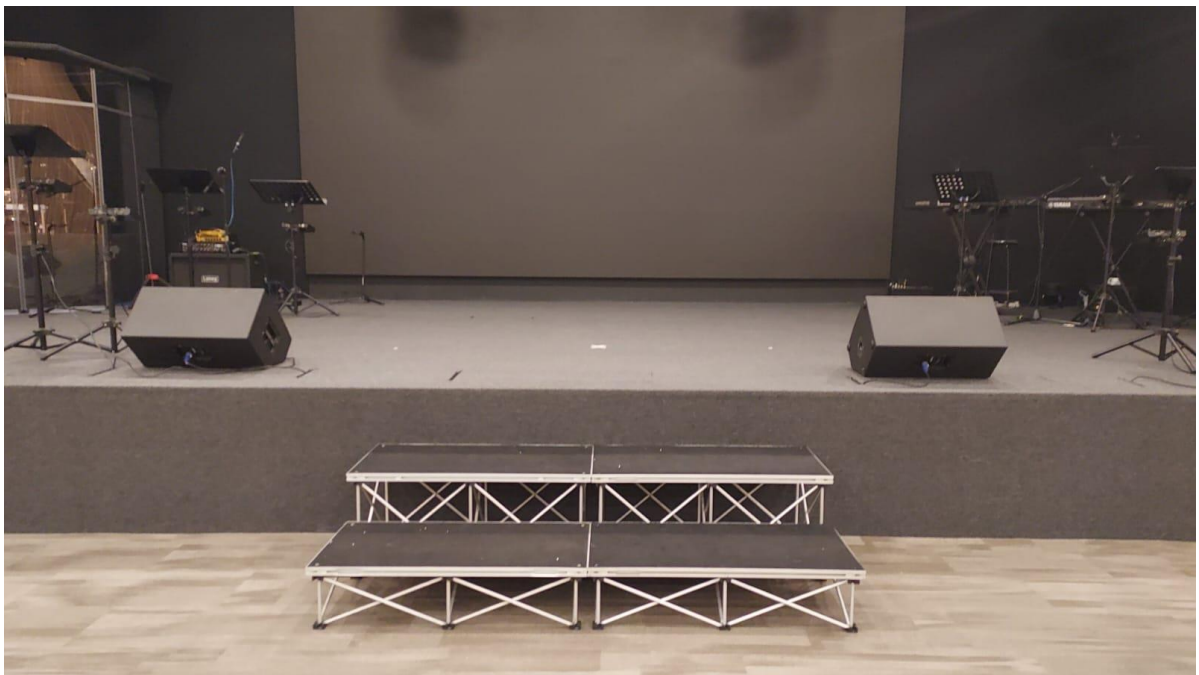
Ans: Yes, but no fresh flowers confetti in sanctuary as these will stain the carpet.

10. Do you have step up risers?

Ans: Yes. Please refer to the photos below.



Sanctuary riser steps



Chapel riser steps

11. How many guests can we fit in HQ/Hall 1 for dining with some space to move about?

Ans: HQ: 150-180 pax (depending on buffet table layout); Hall 1: about 250 pax (round tables need to be rented on your end).