WEDDING APPLICATION FORM

☐ **SOLEMNISATION OF MARRIAGE**   ☐ **BLESSING OF MARRIAGE**

Wedding Date & Day: _____   Time: _____

OFFICIATING MINISTER: _____

PARTICULARS OF BRIDEGROOM

Name (as in NRIC): _____

NRIC/Passport No: _____   Nationality: _____

Date of Birth: _____   Marital Status: _____

Address: _____

_____   Postal Code: _____

Contact No: (Hp)   (H)   (O)

Email: _____

Congregation: English / Indonesian *

Have you been baptized?   Yes / No *   Date of Baptism: _____

Place of Baptism: _____

PARTICULARS OF BRIDE

Name (as in NRIC): _____

NRIC/Passport No: _____   Nationality: _____

Date of Birth: _____   Marital Status: _____

Address: _____

_____   Postal Code: _____

Contact No: (Hp)   (H)   (O)

Email: _____

Congregation: English / Indonesian *

Have you been baptized?   Yes / No *   Date of Baptism: _____

Place of Baptism: _____

HOME ADDRESS AFTER THE WEDDING

Address: _____

                    Postal Code: _____

REGISTRATION OF MARRIAGE

Have you registered with the Registrar of Marriages?   Yes / No *

TWO (2) WITNESSES (Age above 21)

Name: _____	Name: _____
NRIC /	NRIC /
Passport No: _____	Passport No: _____
Nationality: _____	Nationality: _____

USE OF PREMISES FOR WEDDING GUIDELINES – PLEASE READ

1. Provided the relevant pastors have approved the wedding to proceed, priority for use of BBPC premises for wedding will be given to members of BBPC and members of PPC (Bukit Batok Congregation) in the order of "first come first served". **Apply to BBPC Admin Office** at:
    - Tel: 65699030
    - Email: admin@bbpc.org.sg
      (Note: Booking of BBPC Premises Form to be signed by the relevant pastor attached with an approved copy of Wedding Application Form)

2. Application will be opened to members of other PPC Congregations and ORPC **between 9 months up to 3 months** prior to the wedding day.

3. Full non-refundable booking fee to be paid to the BBPC Admin Office **within 7 calendar days** of the wedding couple's receipt of confirmation of the booking:
    - Payment: Sanctuary - $200, Chapel - $150, Multi-purpose Hall - $100
    - Payment can be made via cheque or cash. Cheque should be crossed and made payable to "Bukit Batok Presbyterian Church"

4. Last wedding date bookable in each calendar year will be **2ⁿᵈ Saturday in the month of December**. Bookings are also available for weekdays from Tuesday to Friday.

5. All wedding service and reception activities can only **start after 9.30am and must end by 5.00pm.**

6. **No shifting or removing of equipment, musical instruments, carpets, furniture and fittings and any other change of the sanctuary or church premises setup is allowed.**

7. **Decorations, props, F&B catering, and all other wedding paraphernalia and preparations must be coordinated with BBPC Admin Office for prior approval before commencement. All items and catering setup must be cleared from the church premises immediately after the wedding.**

8. No more than one wedding service &/or reception per day, subject to a total of 4 weddings a month.

9. No throwing of confetti and flower petals, nailing or pasting on church properties allowed. Subject to Section 5 above, please use blu-tack or non-damaging 3M Command adhesives for your decorations.

CONFIRMATION OF APPLICATION

By signing below, I/we confirm that all the information given above is true.

I/We have read and agree to abide by the rules and guidelines stated above.

I/We give consent to BBPC for collection and processing of my/our personal information for our wedding application.

_____   _____   _____

Signature of Bridegroom: Signature of Bride: Date of Application:

PASTORAL APPROVAL

APPROVED BY:

_____   _____   _____

Signature of Pastor: Name: Date:

FOR OFFICIAL USE:

Payment Received: Cash / Cheque No: _____   Amount: $_____

Receipt No: _____   Date: _____   Issued by: _____