



## Wedding Policy

### For Non-CCR Members

#### 1. Condition for Use of Premises

- a) The policy is for namely the children and siblings of CCR members, SHPS/SHSS staff or members of Anglican Diocese of Singapore. The Vicar may at his discretion accede to other requests for use of premise as long as the conditions, regulations and charges stated in this policy are adhered to.
- b) The heterosexual couple must be baptized believers and members of a local Church.
- c) A letter or email addressing to the Vicar of CCR by the pastor of local church indicating their membership, the reason for their request, and endorsement for the union and particulars of the officiating minister and etc, must be submitted.
- d) The following are the responsibilities of the local church to which the couple belong:
  - a. The pre-marital counselling of the couple
  - b. The solemnization of the marriage
  - c. The officiating of the wedding service
- e) The sanctuary is only open for booking 1 year before the wedding day.

#### 2. Eligibility for Solemnization or Blessings in CCR

- a) No solemnization or blessings ceremony will be conducted in the Church if either party is a divorcee.
- b) All applications will have to be approved by Vicar. Couples may be invited to meet with the Vicar for a time of pastoral counsel and interview during this period.

#### 3. Period and Timing

- a) The sanctuary is not open for wedding during the following period:
  - o the period of Lent ( 1<sup>1</sup>/<sub>2</sub> month before Good Friday)
  - o the month of December
- b) The church is available for wedding on Saturdays only. (Except if it is on a Public Holiday as the church is closed.)
- c) Wedding rehearsal cannot exceed 3 hours and must be completed by 9.30pm. Please book the date for your wedding rehearsal 3 months in advance prior to your wedding date.
- d) The sanctuary is open from 9am on the wedding day (including preparation and photo-taking). It must be made available for church's use by 1pm
- e) The canteen is open for wedding reception from 1pm and must be cleared by 4pm. If there are school staff or students using the canteen, politely let them know that the canteen has been reserved for a wedding reception.
- f) Rental of school canteen for reception is subject to approval by the school. In the event when the canteen is needed by the school for last minute events despite a given confirmation, the church will try its best to suggest an alternate venue. Extra charges may apply and will be borne by the couple.
- g) To optimise resource utilisation and minimise disruptions to church operations, only one wedding rehearsal will be allowed. This one rehearsal will also serve as the opportunity for the worship team to perform a sound check.

#### 4. Rules and Regulations for Use of Sanctuary

- a) Guests are expected to treat the church and school properties with due care. Any lost or damage to the properties must be reported to the Church Office immediately. The couple is responsible for the damages caused by their guests.

- b) The church does not provide notebook or computer for presentation, candle stands for lighting of Unity Candles and other props. Please bring your own.
- c) Please appoint your own traffic wardens to direct traffic and parking on wedding day.
- d) Please direct your guests to park at the nearby neighbourhood car park if the school car park is full.
- e) Smoking and alcohol consumption is not permitted within the church and school premise.
- f) No sticking of any decoration on the walls or doors. No adhesive tape or double-sided tapes are allowed. Only blu-tac can be used for decoration on the pews and they must be completely removed after the wedding.
- g) No throwing of confetti, real floral petals or creation of smoke from dry ice inside and outside the chapel. For safety reasons, lighting of candles is not permitted. Only lighting of unity candle at the altar is allowed.
- h) No consumption of food and drink is allowed inside the sanctuary.
- i) Pews and communion table are not allowed to be shifted from its original position.
- j) After the wedding, everything must be returned to its original position. Please ensure that all the decorations are removed and the church is returned litter-free by 1pm.
- k) Sound system is strictly manned by AMP members. Please refrain from touching the system.
- l) The guests are allowed to use the toilets located at the right side of the sanctuary and is discouraged to use the toilet at 2<sup>nd</sup> floor.
- m) The Nursery Room is strictly for use by the bride before ceremony. Please ensure that the room is returned litter-free by 1pm.
- n) Pets are not permitted within the Sanctuary under any circumstances. This is to maintain a reverent and distraction-free environment for the Sanctuary, which is a place of worship.

#### **5. Rules and Regulations for use of School Canteen**

- a) Please check with the Admin Assistant (Logistics) before moving the tables and chairs from its original permission.
- b) All furniture from the canteen must be arranged back to their original position.
- c) All rubbish must be cleared by the caterer. No dumping in the school compound.
- d) Only blu-tac can used for decoration.
- e) Caterers are not allowed to wash or clean their cutlery, crockery, utensils in the school's compound.
- f) Removal of school furniture, equipment or other fittings is prohibited.

#### **6. Disclaimer**

- a) User is responsible for the security of his/her own and guests' personal belongings and safety. The church shall not be held liable for misplaced personal effects and for injuries/death arising from user or guests' own conduct and/or negligence.
- b) The church will not be held liable for any disruptions to the wedding due to electrical failure or other unforeseen circumstances.

#### **7. Application and Payment**

- a) Please note that verbal booking of date for the sanctuary is not allowed.
- b) You will need to complete 2 application forms:
  - Application form for Holy Matrimony in CCR
  - Application form for Use of School Facilities
 A copy of baptism certificates and letter from the Local Church are to be submitted, together with the application forms to the Admin Officer (AO). AO will not accept incomplete forms and documents.
- c) The booking is on first-come-first serve basis and it will be based on the date and time of the application form received by the Admin Officer.
- d) The booking is considered successful only when the Vicar has approved the use of church for the couple.
- e) Upon Vicar's approval, a 50% non-refundable deposit must be made within one month. The rest of the payment must be made 2 months before the actual day.

- f) The Church will also collect a \$300 refundable deposit. The deposit will be refunded once the Admin Assistant (Logistic) has ascertained that there is no damage caused during the wedding event. If there are damages to the property during the event, a sum will be deducted to make good any damage caused, as deemed appropriate by the Church.
- g) Only cash or cheque is accepted. A cheque is to be made payable to "Chapel of Christ the Redeemer".
- h) Receipt will be issued for the deposit and full payment.

**8. Charges for the use of Sanctuary, Canteen and other Facilities**

Facilities and Manpower	Charges	Remarks
Sanctuary	\$2000	Maximum 400 guests
Secondary School Canteen for wedding reception (1pm to 4pm)	\$300	The School reserves the right to revise charges without prior notice.
Cleaning Services for the Sanctuary, Canteen and Toilet	\$150	The church reserves the right to revise charges without prior notice.
Audio System	\$200	Only CCR approved personnel can operate the system
Security Guard (For rehearsal and wedding day when needed)	As per contracted rate	Minimum 4 hours
Refundable Deposit	\$300	
<b>Total</b>	<b>\$2950</b>	

I, \_\_\_\_\_ (*name of the groom or bride*) has understood the above terms and agreed to abide by the conditions stated in this policy.

Signature: \_\_\_\_\_

Date (DD/MM/YYYY): \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Proposed by Jessie Ng**

**Approved by PCC on 30 August 2016**

**Updated 19 March 2024**



Application for Holy Matrimony in Chapel of Christ the Redeemer

Please complete in BLOCK LETTERS

	Bridegroom	Bride
Full Name (as in NRIC)		
NRIC No:		
Date of Birth		
Occupation		
Date of Baptism*		
Place of Baptism		
Date of Confirmation		
Church Membership		
First Marriage	Yes / No	Yes / No
Home Address		
Tel. No.: (O)/(Mobile)		
Tel. No.: (H)		
Signature		

Marriage Preparation Course (MPC) – Applies to CCR Members Only

Have you attended any MPC? Yes/ No

If Yes, MPC Conducted by \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ : \_\_\_\_\_ AM \_\_\_\_\_

Date of Wedding (DD/MM/YYYY) Time of Wedding (HH:MM) Officiating Minister

Documents needed:

- A. Couple need to submit a copy of their baptism certificates
- B. For Non-members: Submit a letter or email from their pastor of their home church is required

----- **FOR OFFICIAL USE** -----

Date (DD/MM/YYYY) and Time (HH:MM) of Submission: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ : \_\_\_\_ AM/PM

Venue Approved For Use By: \_\_\_\_\_ (Signature of Vicar)

Date (DD/MM/YYYY): \_\_\_\_ / \_\_\_\_ / \_\_\_\_

If rejected, please state the reason/s:

**A. Payment Details**

	Amount	Signature of Admin Staff	Date Collected
50% deposit			
Refundable deposit	S\$300		
Total amount collected (less 50% deposit)			

**B. Refundable deposit (S\$300) after Church Wedding**

Report by Admin Assistant (Logistics):

\_\_\_\_\_  
\_\_\_\_\_

Total amount deducted after assessment by F&E:

S\$ \_\_\_\_\_

Total amount refunded:

S\$ \_\_\_\_\_

Collected By: \_\_\_\_\_ (Name) \_\_\_\_\_ (Signature)

Approved By:

\_\_\_\_\_  
Vicar

\_\_\_\_\_  
Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date (DD/MM/YYYY)