

TAMIL METHODIST CHURCH
8 SHORT STREET SINGAPORE 188214
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REQUEST FOR USE OF PREMISES FOR PRIVATE FUNCTIONS
(OTHER CHRISTIAN CHURCH ORGANISATIONS/MEMBERS)

1. Name of Applicant: _____
2. Address: _____

3. Email: _____
4. Tel No: _____ (Home) _____ (Office) _____ (Mobile)
5. Church Affiliated to: _____
6. Minister Officiating: _____
7. Date Required: _____ Time From _____ to _____
8. Rehearsal Date (if any): _____ Time From _____ to _____
9. Facility Required: Sanctuary Multi-purpose Hall
10. Signature: _____ Date: _____

FOR OFFICIAL USE

1. Approved / Not Approved
2. Name: _____ Date: _____
3. Approval's Signature: _____
4. Received Dollars: _____
(\$ _____) Cash / Cheque No: _____ Receipt No: _____
5. Receiver's Name: _____ Date: _____
Receiver's Signature: _____

(To submit completed application form only. Detach Rules and Regulations for compliance)

RULES AND REGULATIONS TO BE ADHERED TO STRICTLY

1. Application for use must be submitted one (1) month in advance.
2. Fees Applicable

Sanctuary:	\$3,000.00
Multi-purpose hall:	\$3,000.00
Deposit:	\$1,000.00 (non-refundable if event is cancelled)
Rehearsal (2 hours only per day):	\$200.00
Sound Operator:	\$70 per session, maximum of 3 hours
Cleaning Charges:	\$50 per level/session (applicable for both Sanctuary and Multi-purpose hall)
3. Applicants who are not members of Tamil Methodist Church will have to make their own arrangements to clean/wash and remove all debris from the church compound to the satisfaction of the Management Committee, otherwise the deposit will be used to offset the cleaning and the balance repaid to the applicant.
4. Applicants are to make full payment to the church secretary two (2) weeks prior to the actual date.
5. For wedding of non-members of Tamil Methodist Church, a letter from the officiating Minister and a copy of the acknowledgement from the Registry of Marriages of your notice of marriage must be provided at the time of submitting the attached booking form.
6. Premises are to be kept clean at all times.
7. No drinks and food are allowed in the Sanctuary at all times.
8. Hirer must ensure the remainder food and rubbish at the Multi-purpose hall is to be cleared on the same day and brought out of the premises and not disposed at the Church's disposal bin.
9. No furniture and fixture is to be taken out of any area without prior permission from the Management Committee.
10. There will be no re-arrangement of Sanctuary pews. All other used furniture belonging to the church are to be put back to its original position.
11. No artificial flower petals, no confetti, fresh flowers or fresh flower petals are to be thrown in the Sanctuary.
12. After a wedding, the flower arrangements on the alter should not be removed but left behind for use by Church.
13. The use of piano belonging to Tamil Methodist Church is strictly prohibited unless prior permission is obtained from the Management Committee.
14. No decoration is to be attached or hung on the doors, ceiling, walls or glass windows of the Sanctuary. However, decorations in the Multi-purpose hall are allowed.

15. Floral decorations in the Sanctuary must be done in consultation with the Management Committee.
16. All decorations used in the Multi-purpose hall must be removed at the end of the day, including all adhesives used for decorations.
17. The use of open flames or any smoke generating devices during the function is strictly prohibited.
18. Smoking, gambling and consumption of alcohol and drugs are strictly prohibited on the premises.
19. There shall be no wastage of water and electricity.
20. The use of the kitchen in the Multi-purpose hall is strictly prohibited unless prior permission is obtained from the Management Committee.
21. Deposit will be refunded only upon approval from the Management Committee.
22. The use of footwear in the altar area is strictly prohibited.
23. The church reserves the right to deny the use of its premises to any person or group.
24. Please contact the church secretary two (2) days prior to use of the premises so as to enable a representative of the Management Committee to be present for discussion.
25. Tamil Methodist Church shall not be liable to the applicant, nor shall the applicant have any claim against Tamil Methodist Church, for any accident, death, injury, loss or damage which may occur during the function or rehearsals.
26. Any damages or loss caused to the properties, equipment, fittings and fixtures shall be the liability of the applicant. Tamil Methodist Church reserves the right to claim compensation for any such damages or loss.
27. Maximum usage of Sanctuary and Multi-purpose Hall is 8 hours on the day of the function. The premises must be cleaned and vacated latest by 11pm.
28. The use of the car park is limited to five (5) lots only.
29. The decision of the Management Committee is final.