

Terms and Conditions for Booking Church Facilities for Wedding

Church Facilities

1. The church facilities fees are waived for Registered Church Members. However, users are encouraged to give a voluntary love offering to help defray the utility costs incurred. Please refer to the venue table below for utility costs.
2. Love offering can be given through PayNow by scanning this QR.



If you wish to issue a cheque, please note the following:

- Ensure that the cheque is crossed and made payable to “Trinity Christian Centre”.
 - Indicate the following note: “Love offering from [GROOM] and [BRIDE] for use of premises for wedding on [DATE]”.
 - If you require a receipt, please indicate your mailing address on the cheque.
3. Booking of venues for wedding reception is subject to advisory issued by the authorities and subject to the final approval from the church.
 4. No consumption of alcoholic beverages in church facilities is allowed.
 5. Tables and chairs are not provided by the church for reception. Wedding Couples may rent their own tables and chairs.

Please indicate your preferred venue and date/time in the Application form.

	Venue	Seating Capacity	Day	Duration	Utility Costs
Trinity Paya Lebar	Chapel	Min 200 Max 890	Sat	9am – 1pm	S\$450/hour
			Sun	2.30pm – 6.30pm	
	Theatrette 1	Max 220	Sat	9am – 1pm	S\$250/hour
			Sun	2.30pm – 6.30pm	
	Classroom	Max 30	Sat	9am – 1pm	N.A.
			Sun	2.30pm – 6.30pm	
Roof Top Garden (for reception only)	10 tables of 10 chairs each	Sat	9am – 1pm	N.A.	
		Sun	2.30pm – 6.30pm		
Summit (for reception only)	40 tables of 10 chairs each	Sat	9am – 1pm	S\$450/hour	
		Sun	2.00pm – 6.30pm		
Trinity Adam	Theatrette 2	Max 180	Sat	9am – 1pm	S\$250/hour
			Sun	2.30pm – 6.30pm	
	Open Space (non air-con, for reception only)	22 tables of 10 chairs each	Sat	9am – 1pm	N.A.
			Sun	2.30pm – 6.30pm	

Note: The above is subject to change and may be adjusted according to the needs of the church and regulatory requirements.

6. **Wedding rehearsals** – please check with your pastor to confirm the rehearsal date. Rehearsals held in TCC should be on Thu night (7.30-9.30pm) prior to the wedding day. However, should the facility be unavailable due to church events/meetings, a rehearsal date on another weeknight may be arranged.

7. **Holding and briefing area prior to wedding ceremony** (1 hour before wedding ceremony)
 - a. Trinity Paya Lebar – a classroom will be provided.
 - b. Trinity Adam – Theatrette 1 will be provided.

Technical Support

Video (1 camera), Sound and RGB systems are to be operated only by personnel approved by TCC Technical Department. Wedding couples are to source for their own operators and submit the names for approval. If they are unable to do so, a request should be made to EMO to source for independent operators. The service fee is \$100 per operator, paid directly to the operator; no receipt will be issued.

Reception

All house rules provided by the Estates Management Office (EMO) for wedding reception must be adhered to.

Decoration, Sign-in Counter, Live Streaming

1. No decoration by external vendors will be allowed. Only simple decoration on chairs next to the bridal processional aisle is allowed.
2. The wedding sign-in counter for the display of photographs, guests book sign-in and donation box may be placed at the entrance of the venue, 2 tables with red table cover, a wooden easel and 4 x A3 size signage stands will be provided. Additional requests will not be entertained.
3. Live streaming of the wedding may be conducted. The setting up of **simple live streaming equipment** is allowed 1 hour before the wedding. The church will not provide technical equipment or support for live streaming. WiFi access for live streaming may be provided upon request.
4. The church will not provide extra resources for decoration and live streaming.
5. All decorations, sign-in counter and live streaming shall be removed immediately after the end of the wedding.

Change in Venue or Capacity

1. While every effort will be made by the church to accommodate the maximum number of guests, please note that the church facilities for wedding bookings are also venues used for our worship services. Hence, the venue booked for your wedding may not be available OR changed. In addition, it may not accommodate up to the planned number of guests.

2. It is very important for you to check with us the wedding venue and capacity **BEFORE** you finalize your wedding guests list and send out your wedding invitations.

Tea Ceremony

- a. Trinity Paya Lebar – It may be held in a classroom for a small group.
- b. Trinity Adam – It may be held in Theatrette 1.

Enquiries

Enquiries Queries related to:	Contact
Wedding Application	Church Operations Department (COD) E: cod@trinity.sg T: 6468 4444
Facilities and site visit	Estates Management Office (EMO) E: charlessoo@trinity.sg & cynthiatan@trinity.sg T: 6304 7789 (Charles Soo) & 6304 7790 (Cynthia Tan)
Technical (Sound & RGB)	Technical Department E: TechnicalDepartment@trinity.sg