

Wedding Reception Form

Please submit this form at least ONE MONTH before wedding date

Email to: weddings@wesleymc.org

Dear Couple, thank you for choosing Wesley Methodist Church ("the Church") as your wedding venue. In order to ensure the safety of your family, guests and other visitors to the Church, please review these requirements with your Wedding Reception Caterer/Vendors. We will regretfully have to forfeit your deposit if these are not adhered to, so we greatly appreciate you and your Caterer/Vendors cooperation. Thank you!

1. All Caterer/Vendors/Contractors must be Licensed

The couple is required to meet with the Events Team together with their engaged caterer/vendors on site at least **1 month** before the wedding date.

2. Set-up and clearance, and vacate the Church on wedding day

2.1 Caterer/Vendors to **report at Security Guard** at the B1 Carpark upon arrival.

2.2 Caterer/Vendors are **not allowed to park** on the Church premises except for unloading/loading of items.

2.3 Caterer/Vendors to **provide their own tables, chairs and trash bags.**

2.4 **Set-up and Clearance, and all parties to vacate the Church**

10am wedding: set-up 9am; clearance and vacate by 12noon.

2pm wedding: set-up 1pm; clearance and vacate by 4pm.

3. Set-up at the Atrium (standing reception)

3.1 **Set-up is allowed only on a Saturday.**

3.2 The Church only provides **13 amp** power point at the Atrium.

4. Set-up at Side Courtyard (standing reception) / The Plaza Rooftop

The Church will not be held responsible for any items left on site.

4.1 Tentage, Tables & Chairs and Fixtures

The couple to liaise directly with Hup Guan. (**Hup Guan Contact: 62870053 – Ms Linda**)

4.1.1 All costs on tentage, tables & chairs and fixtures will be borne by couple to Hup Guan directly.

4.2 Electricity

Caterer/Vendors are **NOT ALLOWED TO USE** the Church's electrical points.

4.2.1 Please request Hup Guan to set up a **SEPARATE ONE-TO-ONE ELECTRICAL POINT.**

4.2.2 Please **DO NOT OVERLOAD** the electrical point which may cause the DB box to trip and result in power supply failure.

4.3 Set-Up at Side Courtyard / The Plaza Rooftop

Caterer/Vendors may set-up on the eve of the wedding day i.e. **Friday, 10am to 3pm.** Please inform Events Team in advance for such set-up.

4.3.1 Max 25 round tables @ 10 pax per table (seated) and 2 buffet lines at the Plaza Rooftop.

5. **Clearing of trash bags and buffet lines from the Church**

- 5.1 Caterer/Vendors are required to clear and remove tables, chairs and all trash bags immediately after wedding reception.
- 5.2 Trash bags are **NOT ALLOWED** to be trashed in the Church bin centre or the surrounding areas.

6. **The followings are STRICTLY NOT ALLOWED:**

- 6.1 Collect the tables, chairs and fixtures on a Sunday;
- 6.2 Set-up tables, chairs and any fixtures in such a way that it blocks the entrances and exit areas;
- 6.3 Use of the Church's kitchen for any preparation of food and/or washing of utensils;
- 6.4 Store the trolley and buffet trays in the Church's kitchen;
- 6.5 **Conduct Open Fire Cooking.**
 - 6.5.1 **There must NOT BE ANY OPEN FIRE in the Church premises as this is against Singapore Civil Defence Force's Fire Safety regulations. The Church Facilities Team will not hesitate to stop any caterer/vendors infringing this regulatory requirement if an open fire is spotted.**
 - 6.5.2 Please ensure your Caterers/Vendors use **electric induction cookers** instead.

Thanking you for your cooperation,
Wesley Methodist Church
wef Sep 2023
Main Line : 63361433

By signing the *Wedding Reception Form*, we agree to abide to all the Rules & Regulations stipulated in the *Solemnisation or Blessing of Marriage Guidelines, Wedding Reception Form* and regulations set-up by the Church which governs the use of the Church premises for wedding ceremony; failing which the Church reserves the right to forfeit the couple's deposit.

In the event where there are any damages, losses and/or injuries, the Church reserves the right to claim all the costs of repairs and liabilities from the couple.

Acknowledgement By

Wedding Buffet Reception Date and Time: _____

Name/Hp No. of Couple: _____ Signature: _____

Caterer/Vendor Name & Company stamp: _____ Contact Person Name and Mobile: _____

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