

## RENTAL OF PREMISES

### A. INSTRUCTIONS TO APPLICANTS

#### 1. Rental Usage

Church of Singapore (COS) premises and facilities are only permitted to be rented out to COS members of COS-related/associated churches or para-organisations for the use of the following functions: -

- (a) Christian meetings (E.g. Seminar, conference or convention)
- (b) Christian weddings (both couple must be baptised Christians)
- (c) Bible school or kindergarten graduation

#### 2. Rental Hours

The days and times available for rental are: -

<u>Day</u>	<u>Time</u>
Mon -Thurs	9.00 am – 10.30 pm
Friday	9.00 am – 10.30 pm
Saturday	9.00 am – 4.30 pm

For Wedding – 2 time slots

- Sat – 9 am to 12 pm (including buffet time)
- 2 pm to 5 pm (including buffet time)

#### 3. Premises available for Rent and Rental Charges

All bookings are for a minimum of four-hours (include opening and closing time). The charges are shown in 3.1 below. **All charges are subjected to changes without prior notice.**

##### 3.1 Basic Rental Charges

Premises	Location	Capacity (no. of persons)	Rental Charges	Attendant Fee	Total Charges	Every extra 1hr of part thereof*
Chapel	2 <sup>nd</sup> Storey	850	\$1,300	\$400	\$1,700	\$300
Bethel Hall	3 <sup>rd</sup> Storey	400	\$700	\$400	\$1,100	\$150
Cana Hall	3 <sup>rd</sup> Storey	150	\$240	\$400	\$640	\$50
Galilee Hall	4 <sup>th</sup> Storey	220	\$300	\$400	\$700	\$50
Classroom	4 <sup>th</sup> Storey		\$50	-	\$50	\$10

#### NOTE :

1. The above charge for COS member for wedding is waived. However Attendant Fee of \$400 is payable.
2. If the no. of hours that the premises are used exceeds the no. of hours booked, then the extra time will be charged accordingly.
3. For COS members, weddings held on a public holiday will be charge an extra \$100 for attendant fee.
4. Rates with respect to the above charges for COS children of members and members of sisters churches for wedding.
  - a) Children of COS members (non-members) : 75% of total charge
  - b) Members of sister churches : 90% of total charge

A Damage/Cleanliness deposit of **\$500/- (refundable)** is required for the purpose to cover any damages to our equipments and premises (including restoring order and cleanliness to original state). After the function the said deposit will be refunded to you if there is no damage to church property and cleanliness and order is kept.

- 3.2 10 carpark lots at the surface carpark shall be assigned to the wedding couple/seminar organizer. No parking is permitted along the main roads.
- 3.3 Use of the church premises for rehearsal for the proposed function will be permitted for not more than 1 – ½ hours, and is limited to one rehearsal only. Rehearsal is only to be held during office hours. Prior arrangement for rehearsal must be made with the Church Admin office at the time of payment of confirmation fee (see clause 4.5 and 5 below).
- 3.4 All facilities in the hall can be used subject to prior approval. Please specify the facilities required in your application form.

#### B. Application, Approval and Confirmation

- 4.1 Application will only be considered valid upon completion of the "Application for Rental of COS Premises and Facilities" form and submitted to the Church Admin office. No other form of application will be accepted.
- 4.2 **For COS members** application is to be submitted at least 3 to 6 months in advanced. For members of COS Sister churches, application is to be submitted only 4 months in advance.
- 4.3 **For non-members, confirmation of the booking will be given 6 months before the function. In case of emergency COS reserve the right to withdraw any application 4 months before the function without having to give any reason.**
- 4.4 **For COS members, confirmation of the booking will be given 9 months before the function. In case of emergency COS reserve the right to withdraw any application 6 months before the function without having to give any reason.**
- 4.5 **For non-members, bookings are not allowed on Public Holiday and if another hall is being used at the same time.**
- 4.6 Approval of the application will be given by the COS Elder (Admin). COS reserves the right to reject any application without assigning any reason to it.
- 4.7 Members of COS Sister churches are required to attach a letter from your church/organisation certifying that they are members of that church/organisation.

\*Sister churches refer to churches that have branched out from COS (Marine Parade) presently COS (Balestier), COS (Bukit Timah), COS (Woodlands) & COS (Harvest).

5. Terms of Payment

Payment Due	Amount to be Paid	Particulars
Upon Booking	\$50/-	Deposit Fee, non-refundable
	\$50/-	Full payment for classrooms
Upon Confirmation	1. 50% of Rental Charge less deposit fee 2. Damage Deposit of \$500/-	1. Confirmation Fee 2. Damage/Cleanliness Deposit Refundable
One month before function	Balance of Rental Charges and Attendant Fee	Balance Payment
Upon Cancellation	50% of Confirmation Fee will be forfeited	Cancellation Charge

6. **General Instructions**

- 6.1 Please let the Church Admin office know the overall coordinator's name and contact number so as to facilitate arrangements.
- 6.2 Consecutive or regular bookings will only be allowed on short term basis, i.e. for not more than 3 weeks.
- 6.3 Bookings are not transferable to other persons or organisation.
- 6.4 Cassette or video recording is not provided. If own cassette or video recording is to be done, please keep the Church Admin office informed.
- 6.5 Dates for rehearsals and decoration must be arranged with the Church Admin office at the time of payment of confirmation fee (see clause 4.5 and 5 above).
- 6.6 Decorations are only permitted to be put up not more than 2 hours before the function. NO preparation of decorating materials are to be done on the premises – only putting up is permitted.
- 6.7 All personnel involved are to adhere strictly to the rules and regulations stipulated.
- 6.8 Applications for weddings are to be made on the official COS Wedding Form. Please also adhere strictly to the "Rules and regulations applicable to weddings" attached to the COS Wedding Form.

## B. RULES AND REGULATIONS

### 1. General

NO SMOKING is allowed on the premises. Eating/drinking are not allowed in the Chapel, halls and rooms. Duty personnel are to ensure this.

NO COOKING is allowed on the premises.

Please keep premises clean. Please report to the Church Admin Office if there is any damage to premises/equipment during usage. All costs for repair/replacement of damaged items are to be fully borne by the lessee.

P.A. system: only COS staff or authorized personnel are allowed to operate it. Only 5 mics will be supplied. If more than 5 microphones is required, please arrange with the Church Admin office prior to rehearsal/actual day. Request for additional microphones on actual day will not be entertained. NO WIRELESS MICROPHONES IS PROVIDED. Thus please do not request for it.

No banners, posters or advertisement materials will be permitted on or about the premises without prior approval of the Office.

No screws, nails or devices of any description likely to deface or damage the walls, floor, ceiling or furnishings are to be used to any part of the premises.

No painting whatsoever is to be done within and on the premises.

No decorations of whatever form is to be glued, sewed or attached onto the curtains, walls, furnishings, lift or on the granite "JESUS LOVES YOU" wall. Decoration coordinators please submit a plan of your decoration lay-out at least 1 weeks before actual day.

Permission is to be obtained before hanging anything from the bars provided on the stage's ceiling.

Permission is to be obtained for the use of musical instruments. Care is to be taken in the usage of these equipment and its restoration after use. No bringing in of musical instrument or any instruments which require attachment, without prior approval of the office.

All authorized personnel are required to report to the Office before proceeding to use any part of the premises or facilities.

No lessee shall have control over the church staff assigned to assist in the function. Please accord due respect to the assigned church staff.

The overall coordinator is to ensure that everything is in order and premises are clean before handing over the premises to the office.

## 2. LOGISTICS:

The Chapel, Halls, Fellowship/Recreation Hall, rooms and ancillary facilities are to be restored to its original arrangement after use.

No equipments or any other accessories are to be removed from the chapel/halls/rooms or from place to place.

All lights, air-conditioner/PA system etc are to be switched off after use.

No dragging of equipment is to be done along the floor.

All decorations are to be taken down immediately after the function and removed from the premises. All equipment, musical instrument, potted plants, etc brought into the chapel halls must be removed immediately after use. If it is on a weeknight, please arrange removal completion by 10.30 pm, otherwise please arrange removal on the next working day.

Where food is catered, please ensure that all garbage bags are tied up and cleared from the premises. **PLEASE ARRANGE WITH THE CATERER TO DISPOSE OFF THE GARBAGE BAGS ELSEWHERE (NOT INTO COS RUBBISH CART OR THE NEIGHBOURING CARTS) AND TO REPLACE NEW TRASH BAGS INTO ALL THE RUBBISH BINS.**

No electrical apparatus or fittings of any kind shall be attached to or used in conjunction with the existing electrical fittings without prior permission.

Instruments or props are not to be placed under or blocking the way of the fire extinguishers, exists or passageways.

The coordinator is responsible to ensure that carparks reserved for church use are kept available.

All property brought in are to be removed immediately after the function (see 2.5 above). Any claims of lost property are to be done within 7 days from the date of the function. The church reserves the right to dispose of any unclaimed property after the grace period.

The church is indemnified against any damage or loss of items or equipment being kept or used within the premises.

**The church reserves the right to amend or waive any of the above rules and regulations.**

**CHURCH OF SINGAPORE  
145 MARINE PARADE ROAD  
SINGAPORE 449274  
TEL: 63455575**

APPLICATION FOR RENTAL OF PREMISES AND FACILITIES

Applicant's Name: \_\_\_\_\_

NRIC No./Church Organisation Regn No: \_\_\_\_\_

Address: \_\_\_\_\_

Tel (Office): \_\_\_\_\_ (Home): \_\_\_\_\_ Pager No: \_\_\_\_\_

Member of Church/Organisation: \_\_\_\_\_ Occupation: \_\_\_\_\_

Purpose of Function: \_\_\_\_\_

Premises required (please indicate):

Premises	Estimated No. of Guests	Hall/Rooms Required (pls tick)	Dates of Usage		Times of Usage	
			From	To	From	To
Chapel						
Bethel Hall						
Cana Hall						
Galilee Hall						
Classrooms (5 nos)						
Back Carpark						

Name of Co-ordinator: \_\_\_\_\_

Tel (Office): \_\_\_\_\_ (Home): \_\_\_\_\_ Pager/HP No.: \_\_\_\_\_

Equipments required: PA Yes/No Musical Instrument: Piano Yes/No Others: \_\_\_\_\_

Special Arrangement required (please specify): \_\_\_\_\_

I am willing to abide by the rules and regulations relating to the usage of the premises and facilities. I am a member of COS and attending COS Sunday Services regularly for the last 3 years.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant/Authorized Signatory and Church/  
Organisation Rubber Stamp (if applicable)

Notes:

1. Please complete and delete where inapplicable, otherwise please write "NA".
2. Classrooms (5 nos): Carmel Rm, Hermon Rm, Hebron Rm, Sinai Rm, Tabor Rm
3. For all bookings made on behalf of a church/organisation, an authorization letter bearing the church/organisation rubber stamp and authorized signature must be submitted together with this application form.

**OFFICE USE:**

**BOOKING OF PREMISES**

Approved/Not Approved

Amount Received (1) \$ \_\_\_\_\_

Receipt No: \_\_\_\_\_

\_\_\_\_\_  
Signature/Date

Balance Amount: \$ \_\_\_\_\_

\_\_\_\_\_  
Name

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**CONFIRMATION OF BOOKING**

Approved/Not Approved

Amount Received (2): \$ \_\_\_\_\_

Receipt No: \_\_\_\_\_

\_\_\_\_\_  
Signature/Date

Rehearsal Dates: \_\_\_\_\_

Time: \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_  
Name  
Confirmed by:

Decoration Dates: \_\_\_\_\_

Time: \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_  
Signature/Date

Name: \_\_\_\_\_

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**PAYMENT OF BALANCE AMOUNT:**

Amount Received (1+2): \$ \_\_\_\_\_

Received By:

Amount Sponsored by COS \$ \_\_\_\_\_

\_\_\_\_\_  
Signature/Date

Amount Now Recd (3) \$ \_\_\_\_\_

Full Payment \$ \_\_\_\_\_

\_\_\_\_\_  
Name

Receipt No.: \$ \_\_\_\_\_

**CANCELLATION OF BOOKING**

Approved by:

Amount Forfeited: \$ \_\_\_\_\_

Amount Refundable: \$ \_\_\_\_\_

\_\_\_\_\_  
Signature/Date

Received by: \_\_\_\_\_  
Signature/Date

\_\_\_\_\_  
Name