



Wedding Buffet Reception Form

Please submit this form **at least ONE MONTH** before wedding date
Email to: anniel@wesleymc.org

Dear Couple, thank you for choosing Wesley MC 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 Buffet Reception Caterer/Vendor. 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 CATERERS/VENDORS/CONTRACTORS MUST BE LICENSED

1.1 The Couple is required to meet with the Ministry Coordinator of Wedding together with their engaged caterer/vendors on site at least 1 to 2 weeks before the wedding date.

2. CATERER/VENDOR SETUP

- 2.1 Caterer/Vendors are to report at Security Guard at the B1 Carpark upon arrival.
- 2.2 Caterer/Vendors are not to park on Church premises, only unloading/loading is allowed.
- 2.3 Set up and Clearance Time:
 - 2.3.1 Wedding @ 10.00am: setup **9.00am**; clearance **12.00noon**.
 - 2.3.2 Wedding @ 2.00pm: setup **1.00pm**; clearance **4.00pm**.
- 2.4 Caterer/Vendors have to provide their own tables, chairs, fixtures and trash bags.

3. SETUP AT THE CHURCH ATRIUM

- 3.1 Please do not set up any items at the Atrium on the eve of wedding day (Friday).
- 3.2 WMC only provides **13 amp power point** at the Atrium (see Annex A).

4. SETUP AT THE SIDE COURTYARD OR THE PLAZA ROOFTOP

- 4.1 **Tentage** – The couple must liaise directly with Hup Guan to set up tentage and fixtures. All costs of tentage, tables, chairs and fixtures etc. will be borne by the couple to Hup Guan.
- 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** – Caterer/Vendors may only set up the buffet tables on the eve of the wedding:
 - 4.3.1 @ Side Courtyard set up **Friday**, between **3pm to 5pm**
 - 4.3.2 @ The Plaza (Rooftop) set up **Friday**, between **10am to 3pm**.
- 4.4 WMC will not be held responsible for anything left on site at the side Courtyard or The Plaza (Rooftop).

5. CLEARING OF TABLES, CHAIRS, AND TRASH BAGS

- 5.1 Caterer/Vendors have to clear and remove all trash bags from the Church premises.
- 5.2 Trash bags are **NOT ALLOWED** to be trashed in the church bin centre or the surrounding areas around the Church premises and must be taken away.
- 5.3 Caterer/vendors have to remove their items from the Church premises immediately after the buffet reception to ensure events scheduled after are not affected.
 - 5.3.1 Wedding @ 10.00am: Clear and remove everything from church premises by **12pm**.
 - 5.3.2 Wedding @ 2.00pm: Clear and remove everything from church premises by **4pm**.

6. Caterer and/or Vendors are STRICTLY NOT ALLOWED to:

- 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 (Please refer to Annex A);
- 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.**
 - 6.5.2 Please ensure your Caterers/Vendors use electric induction cookers instead.
 - 6.5.3 The Church Facilities Team will not hesitate to immediately stop any caterer/ vendors infringing this regulatory requirement if an open fire is spotted.

7. Approval Date

- 7.1 Contractors other than the Church approved contractors engaged by couples for preparation or any works to be carried out for wedding, are to be **approved by the Church at least ONE MONTH before the wedding date.**

Thanking you for your cooperation,
Wesley Methodist Church
Updated 28 April 2020
Main Line : 63361433

ACKNOWLEDGEMENT

By signing the Wedding Buffet Reception form, we agree to abide to all the Rules & Regulations stipulated in the Solemnisation/Blessing of Marriage Guidelines, Wedding Buffet Reception form and regulations set up by the Church that govern 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 and/or injuries, the Church reserves the right to claim All the costs of repairs and liabilities from the couple.

Acknowledgement By

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

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

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

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

Annex A: WMC Atrium Floor Plan

