



BUKIT BATOK PRESBYTERIAN CHURCH

21 Bukit Batok Street 11 Singapore 659673

Tel: 6569 9030

www.bbpc.sg UEN: T12SS0242D

WEDDING APPLICATION FORM

SOLEMNISATION OF MARRIAGE

BLESSING OF MARRIAGE

Wedding Date & Day: _____ Time: _____

OFFICIATING MINISTER: _____

Attended Marriage Preparation Class: Yes / No Conducted by: _____

PARTICULARS OF BRIDEGROOM

Name (as in NRIC): _____

NRIC/Passport No: _____ Nationality: _____

Date of Birth: _____ Marital Status: _____

Address: _____

Postal Code: _____

Contact No: (Hp) _____ (H) _____ (O) _____

Email: _____

Congregation: English / Indonesian *

Have you been baptized? Yes / No * Date of Baptism: _____

Place of Baptism: _____

PARTICULARS OF BRIDE

Name (as in NRIC): _____

NRIC/Passport No: _____ Nationality: _____

Date of Birth: _____ Marital Status: _____

Address: _____

Postal Code: _____

Contact No: (Hp) _____ (H) _____ (O) _____

Email: _____

Congregation: English / Indonesian *

Have you been baptized? Yes / No * Date of Baptism: _____

Place of Baptism: _____



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HOME ADDRESS AFTER THE WEDDING

Address: _____

Postal Code: _____

REGISTRATION OF MARRIAGE

Have you registered with the Registrar of Marriages? Yes / No *

TWO (2) WITNESSES (Age above 21)

Name: _____

NRIC / _____

Passport No: _____

Name: _____

NRIC / _____

Passport No: _____

Nationality: _____

Nationality: _____

Contact no: _____

Contact no: _____

CONFIRMATION OF APPLICATION

- *By signing below, I/we confirm that all the information given above is true.*
- *I/We have read and agree to abide by the rules and guidelines stated above.*
- *I/We give consent to BBPC for collection and processing of my/our personal information for our wedding application.*

Signature of Bridegroom:

Signature of Bride:

Date of Application:

PASTORAL APPROVAL

APPROVED BY:

Signature of Pastor:

Name:

Date/contact no

FOR BBPC OFFICIAL USE:

Form details verified by BBPC : (name) _____ (date) _____

Sent to ORPC Admin: (date) _____



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USE OF ORPC PREMISES FOR WEDDING - PLEASE READ ATTACHED ORPC FORM

1. **IMPT:** You are to fill up this BBPC application form and get the pastor's approval for the wedding to proceed. You will also need to fill up the attached ORPC application form (as required by ORPC – fill up only the highlighted ones).
2. Applications will be opened to members of BBPC between **9 months up to 3 months** prior to the wedding day.
3. *Couples must have attended the Marriage Preparation Class.
4. Email both the completed forms to **BBPC Admin Office-Pastoral Assistant** at:
 - Email: english@bbpc.org.sg (for English Congregation)
 - Email: indonesia@bbpc.org.sg (for Indonesian Congregation)
5. BBPC will check that the forms are duly completed and forward the forms to ORPC
6. Once ORPC confirms the booking, their Admin staff will contact you directly with regards to payment. Full non-refundable booking fee to be paid directly to Orchard Road Presbyterian Church.
 - Fees payable : please refer to attached ORPC use of premises (pg 2/3)
 - Payment can be made via cheque or Paynow. Cheque should be crossed and made payable to "Orchard Road Presbyterian Church"
7. After payment is acknowledged by ORPC, their Admin staff will take over the administration of your booking. You may refer to them for any queries.



ORCHARD ROAD PRESBYTERIAN CHURCH THE PRESBYTERIAN CHURCH IN SINGAPORE

3 Orchard Road, Singapore 238825
Tel : 6337 6681 Website : <https://orpc.sg/>

APPLICATION FORM FOR:

SOLEMNIZATION OF MARRIAGE

BLESSING OF MARRIAGE

1 DETAILS OF THE COUPLE

a. Groom's Full Name: _____ Date of Birth: _____
Home Address: _____
email Address: _____
Contact no.: _____ NRIC/Fin/Passport No. : _____
Occupation: _____ Marital Status: _____
Religion: _____
Baptism Date: _____ At church & country: _____
Confirmation Date: _____ At church & country: _____
(Attach Baptism, Confirmation, Transfer, Membership Certificates)
Congregation: English / Indonesian / German [Please state] _____
Current church membership at (church & country): _____
If ORPC, please state date of membership: _____
Parents' Names: _____

b. Bride's Full Name: _____ Date of Birth: _____
Home Address: _____
email Address: _____
Contact no.: _____ NRIC/Fin/Passport No. : _____
Occupation: _____ Marital Status: _____
Religion: _____
Baptism Date: _____ At church & country: _____
Confirmation Date: _____ At church & country: _____
(Attach Baptism, Confirmation, Transfer, Membership Certificates)
Congregation: English / Indonesian / German [Please state] _____
Current church membership at (church & country): _____
If ORPC, please state date of membership: _____
Parents' Names: _____

Year & Month attended ORPC'S Marriage Preparation Course: _____

Address after Marriage: _____

Have you registered your marriage in Singapore or another country?

State Yes/No: _____ If Yes, state Date & Country: _____



ORCHARD ROAD PRESBYTERIAN CHURCH THE PRESBYTERIAN CHURCH IN SINGAPORE

CHURCH REGULATION FOR MARRIAGE APPLICATION

All couples who wish to be solemnized by an ORPC pastor's and/or hold their solemnisation in ORPC must apply in writing to the Session. Session will only decide when the following criteria are met:

1. Both parties must be Christians.
2. At least one party must be ORPC communicant member for a minimum of one year.
Baptism/Membership certificates are to be attached to this marriage application form.
3. Both must have completed the Marriage Preparation Class held at ORPC at least six months before the planned date of marriage*.
4. Divorcees are not eligible to apply.
5. If criteria 1-4 are met, proceed to complete this application form. The form should be submitted to the church office at least six months prior to the date of marriage to facilitate meet-ups with the officiating pastor.
6. Meet for interview(s) with the ORPC pastor officiating the marriage.
7. The form will be submitted for Session's consideration upon the pastor's recommendation.

All bookings of church facilities are tentative until the final approval from Session is given.

*For cases that do not meet criteria 3 for special reasons, please speak to the ORPC pastor officiating the marriage.

USE OF PREMISES FOR WEDDINGS

1. Wedding decorations are not permitted on the Sanctuary main door, Sanctuary pillars and the Dunman Hall Stage Wall. Do not use tapes, hooks, nails or drill any holes.
2. Dunman Hall: You may use a piece of cloth to drape down from the iron rod and then paste or pin the decor on the cloth instead. This would prevent direct contact with the wall. Repairs to any damage on the wall will be borne by the couple.
3. During festive periods, there may be decorations put up in the church. Do take note of such dates.
4. No shifting of furniture from one room to another is allowed unless permission has been granted.
5. All pianos are NOT to be shifted under all circumstances. Should any piano be shifted, a tuning fee of \$200 per piano will be charged.
6. You are responsible for cleaning up after the event. This includes the removal of all food waste, table wares, decorations, rubbish etc. out of ORPC premises, and not left in the bins outside the main gate i.e. do not use the bins outside the main gate.
7. Bookings on Saturdays end at 4 pm. Users and guests must vacate church premises by 4 pm.
8. Bookings through the church office must be done in advance, subject to availability and to promptly cancel the bookings should there be any change of plans.
9. Only basic sound equipment, e.g. microphones will be available at the sanctuary, subject to confirmation with the church office in advance. Only ORPC AV Team members are allowed access.
10. The church does not hold weddings on Mondays, Sundays, Public Holidays and in December.

FEES PAYABLE

Venue	Fee	Pls tick	Organist *	Fee	Pls tick
Sanctuary	\$500		Mr Robert Navaratnam	\$200	
Sanctuary & Dunman Hall	\$600		Ms Chong Wai Fong	\$200	
Chapel	\$400		Ms Eunice Goh	\$200	
Chapel & Dunman Hall	\$450				
Dunman Hall	\$300				

***NOTE: Subject to Organist's availability.**

Should there be any changes or cancellation of this application, please inform well in advance :

- a. Church Office at orpc_admin@orpc.org.sg or call 6337 6681 ext 114 *and*
- b. AV Support at orpcenglish@orpc.org.sg

Acknowledgment by applicant (Groom/Bride):

Date: _____ Applicant's Name & Signature: _____



**ORCHARD ROAD PRESBYTERIAN CHURCH
THE PRESBYTERIAN CHURCH IN SINGAPORE**

2 DETAILS OF THE WEDDING

a. Day, Date of Wedding: _____ Time (from, to) : _____

b. Day, Date of Rehearsal: _____ Time (from, to) : _____

3 WITNESS 1

Name: _____

Address: _____

Contact no.: _____

WITNESS 2

4 OFFICIATING PASTOR

Name: _____

Contact no.: _____

Church: _____

5 RECEPTION - DUNMAN HALL

a. Do you require the use of Dunman Hall for the reception? State Yes/No _____

Time from: _____ to: _____

b. Co-ordinator for reception Name : _____

Mobile no.: _____

6 ORPC AS WEDDING VENUE

State reason(s) for using ORPC as your wedding venue:
