



BUKIT BATOK PRESBYTERIAN CHURCH

21 Bukit Batok Street 11 Singapore 659673. Tel: 6569 9030

E-Application for Booking of BBPC Premises: admin@bbpc.org.sg

APPLICATION FORM FOR BOOKING OF BBPC PREMISES

Date (dd/mm/yy): _____ Day: _____ Time: (From) _____ (To) _____ **(Strictly end by 9.30pm)**

LEVEL 1	(✓)	LEVEL 2	(✓)	LEVEL 3	(✓)
M P H (A) (P) (PJ)		WEST SANCTUARY (P,O) (PJ)		L3 ROOM 1	
M P H (B)		EAST SANCTUARY (P,O) (PJ)		L3 ROOM 2	
CHAPEL (P) (PJ)		L2 ROOM 1		L3 ROOM 3	
L1 ROOM 1 (P)		L2 ROOM 2		L3 ROOM 4	
L1 ROOM 2		L2 ROOM 3		L3 ROOM 5 (Seminar) (P) (PJ)	
L1 ROOM 3 (P)		L2 ROOM 4		L3 ROOM 6 (DP) (PJ)	
L1 ROOM 4		L2 ROOM 5			
L1 ROOM 5		L2 ROOM 6 (Library)		LEVEL 4	(✓)
L1 ROOM 6		L2 ROOM 7 (Conference) (DP) (PJ)		L4 ROOM 1 (Cry Rm)	
L1 ROOM 7		L2 ROOM 8 (P) (PJ)		L4 ROOM 2	
L1 LOBBY (*refer to floor plan in Annex - specify area)	1 / 2 / 3 4 / 5	L2 ROOM 9		L4 ROOM 3 (Hall) (P,O) (PJ)	
		L2 ROOM 10 (Choir) (P) (PJ)		(Not allowed to shift or re-arrange chairs)	

Note: Available Equipment (P) - Piano (DP) - Digital Piano (P,O) - Piano and Organ (PJ) - mounted Projector

Purpose: _____ No. of Persons: _____

Congregation: English / Indonesian / PPC Ministry / Fellowship Group : _____

Name of Applicant: _____ Contact - Hp No.: _____

Email: _____

Requirement (if any) : _____

- I have read & understood, and agree to abide by the Church's rules & regulations. I will be responsible for any damage of church properties in the duration of the use of the premises.
- Permission must be granted by the Ministry/Fellowship Leader before submitting this form to the Admin Office.
- By signing below, I give consent to the collection & processing of my personal information for booking of premises.

Applicant's Signature: _____ Date : _____

Leader's Name : _____ Sign for Approval : _____ Contact No : _____

IMPORTANT : PLEASE READ "RULES & REGULATIONS GOVERNING USE OF CHURCH PREMISES"

1. Only members worshipping at Bukit Batok Presbyterian Church or authorised organization are allowed to use the Church premises for church activities only.
2. Mondays and Public Holidays in general are rest days. No activities except for Christian celebrations like Good Friday and Christmas day can be held in the Church premise.
3. Notice of bookings should be given at least 3 working days in advance. Immediate booking or short notice will not be entertained. Any exception will be reviewed accordingly.
4. The applicant should inform Admin Office 3 working days in advance of any changes or cancellation of room booking.
5. All bookings must be made in the filled-up form with the Administrator.
6. All activities must end by 9.30pm unless approval is sought and granted. Any requirement of extension from 9.30pm has to be reviewed and arranged for the extended coverage.
7. Kindly switch off all lights & air-conditioner and electrical equipments, arrange chairs & table, clear the premises before leaving.
8. No food and drinks allowed in carpet premises.
9. Only light refreshment & finger food are allowed in rooms with tiles except Multi-Purpose Hall and reception lobby.
10. No smoking or consumption of alcohol is allowed within the church premises.
11. No shifting of equipment & furniture from one room to another is allowed unless permission is sought and granted prior to the changes required.
12. There should be a minimum of four persons for the booking of a small room.
13. The applicant is responsible and accountable for any damage to church properties.
14. In the event of any dispute arising from the interpretation of these rules or from any circumstances not covered by the foregoing rules, the decision of the House Property Convenor or Church Administrator will be final.
15. The applicants using the premise are responsible and accountable to all circumstantial consequences that happen.

***Annex: Floor Plan of L1 Lobby Area 1-5 for Bookings (in yellow box)**

