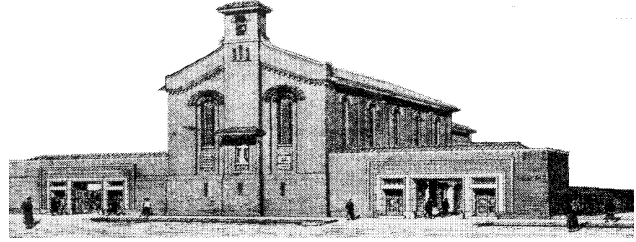


Booking of PSPC Facilities

PRINSEP STREET PRESBYTERIAN CHURCH

77 Prinsep Street
Singapore 188649
Tel: 63370595 Fax: 63361123
Email: office@pspc.org.sg
Website: www.pspc.org.sg



Name : _____ Date of use : _____

Address : _____

Tel : _____ (HP) Email : _____

Purpose of Meeting : _____ Number of Attendees : _____

PSPC Member Others _____

Time of use : _____

(Block booking of 6 hours maximum for weddings).

Please check the following requirements for your function:

| Room Category | Rates | Seating Capacity |
|---|-------|------------------|
| <u>Level 1</u> | | |
| <input type="checkbox"/> Sanctuary | \$450 | 400 seats |
| <input type="checkbox"/> Fellowship Hall | \$200 | 300 seats |
| <input type="checkbox"/> Conference Rm /Library (Rm 101) | \$90 | 30 seats |
| <input type="checkbox"/> Music Room (Rm 102) | \$60 | 20 seats |
| <input type="checkbox"/> Room 103 | \$45 | 15 seats |
| <input type="checkbox"/> PA system (Compulsory for non members) | \$100 | |
| <u>Level 2</u> | | |
| <input type="checkbox"/> Room 201 | \$75 | 25 seats |
| <input type="checkbox"/> Room 203 | \$30 | 10 seats |
| <input type="checkbox"/> Room 204 | \$45 | 15 seats |
| <input type="checkbox"/> Room 205 | \$30 | 10 seats |
| <input type="checkbox"/> Room 206 | \$45 | 15 seats |
| <input type="checkbox"/> Room 208 | \$45 | 15 seats |
| <input type="checkbox"/> Room 209 | \$90 | 30 seats |
| <input type="checkbox"/> Room 210 | \$30 | 10 seats |
| <input type="checkbox"/> Room 211 | \$30 | 10 seats |
| <input type="checkbox"/> Room 212 | \$30 | 10 seats |
| <input type="checkbox"/> Room 213 | \$30 | 10 seats |
| <input type="checkbox"/> Room 214 | \$30 | 10 seats |
| <u>Level 3</u> | | |
| <input type="checkbox"/> Room 301 | \$45 | 15 seats |
| <input type="checkbox"/> Room 302 | \$45 | 15 seats |
| <input type="checkbox"/> Room 303 | \$45 | 15 seats |
| <input type="checkbox"/> Room 304 | \$45 | 15 seats |
| <input type="checkbox"/> Room 305 | \$45 | 15 seats |
| <input type="checkbox"/> Room 306 | \$45 | 15 seats |
| <input type="checkbox"/> Room 307 | \$45 | 15 seats |
| <input type="checkbox"/> Room 308 | \$45 | 15 seats |
| <u>Level 4</u> | | |
| <input type="checkbox"/> Multi Purpose Hall (MPH) | \$400 | 350 seats |

Requisition of Equipment (subject to availability), please specify _____

Confirmation is based on submission of application form and payment.

For Official Use:

Amount Received _____ Cheque No. _____ Receipt No. _____

Approved by : _____ (Name & Signature) Date : _____

RULES & REGULATIONS FOR USE OF FACILITIES

1. Usage

- a) Priority will be given to members of PSPC, its committees and ministries.
- b) Strictly restricted to Christian related activities.
- c) Only one event is allowed at any one time in the Sanctuary.

2. Bookings

- a) No bookings on Sundays & Public Holidays.
- b) Bookings are on a first-come-first-served basis.
- c) Booking through the phone does not constitute a confirmed booking.
- d) Confirmation is based on submission of form with payment.
- e) Two weeks' notice in advance is required for PSPC ministries.
- f) One month's notice in advance is required for other Christian organizations.
- g) A reply via email will be sent upon receipt of form, payment and confirmation of booking.
- h) Inform the Church Office of any cancellation (minimum 1 week before event).
- i) The Church Office, with consultation from the Building Management, reserves the right to cancel or change any bookings made.
- j) Hours of use of the room must be strictly adhered to.
- k) Request for waiver of charges must be submitted in writing to Church Office together with Application.

3. Furniture, Equipment & Parking Facilities

- a) No shifting of furniture from room to room without prior approval from the Church Office.
- b) Furniture shifted within the room to suit usage must be re-arranged to original position after use.
- c) Only authorized personnel are allowed to operate the PA systems in the Sanctuary & MPH.
- d) Permission is required from the Church Office for any special equipment to be brought in.
- e) No double-sided tape or scotch tape to be used on pews in the Sanctuary. Only silk flowers are allowed in place of confetti.
- f) **Caterer must remove all their equipment & furniture. Food waste must be cleared from the premises after the event.**
- g) Only the small car park will be allocated for any event.

4. Personal Behavior & Decorum

- a) Users must be decently attired and well behaved at all times.
- b) No smoking or consumption of alcohol is allowed within the church premises.
- c) **No food or drinks are allowed in any of the rooms (especially in the Sanctuary). Eating is confined to the Fellowship Hall only.**
- d) No cooking or open fires are allowed. Permission must be sought for barbecuing.
- e) No sticking of posters, hanging of banners, etc, without prior approval from the Church Office.
- f) No sale of merchandise unless prior approval is obtained from the Church Office.
- g) Ensure that all lights, fans, air-cons are switched off, before locking the door.
- h) Ensure that the room is tidied up and all personal belongings taken away.
- i) All activities, including clearing up, should stop at 10.00 pm (weekdays) and 5.00 pm (weekends) preferably.
- j) Any damage to or loss of church property must be reported immediately to the Church Office.
- k) Users will have to make good or pay for any damage or repair costs.
- i) The church reserves the right to forfeit the deposit should the rules & regulations governing the use of facilities are not complied.

While PSPC has taken all reasonable efforts to ensure that the premises are safe, PSPC does not accept any liability for loss or damage to property or persons suffered while on the premises unless caused by the negligence or default of PSPC. You may direct your correspondence regarding the use of the premises to the PSPC Church Manager.

Name of PA Technician : _____ Name of Co-Ordinator : _____

Date of Wedding Rehearsal : _____ Date of Deco : _____ Time : _____

Name of Caterer : _____ Tel : _____ (HP)

Time equipment brought in : _____ Time equipment to be removed : _____

I have read the above rules & regulations for use of facilities and agree to abide by it.

Signature of Applicant : _____ Date of Application : _____