

## AGAPE METHODIST CHURCH

### BOOKING OF PREMISES

(For members and Methodist Churches and Ministry Partners)

Date	Time		Venue	Event / Activity Description	No. of People Expected	Equipment Required
	Start	End				

Organisation/Committee/: \_\_\_\_\_

Requester: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Nos.: \_\_\_\_\_ (O/H) \_\_\_\_\_ (HP)

Purpose: \_\_\_\_\_

*Please book at least 3 days in advance and exact duration of meeting only (do not overbook before or after). You should inform Church Office if you are cancelling your booking. Booking is subject to terms and conditions stated.*

#### For Office Use Only:

Approved by \_\_\_\_\_  
Name Signature Date

*Please note that we appreciate your bookings and we shall honour them as far as possible. However, cancellation is subject to the decision of the Pastor and LCEC for any major church events.*

*Please ensure that all lights, air-con/fans and equipment are switched off after the meeting. Your co-operation in keeping the place clean and tidy is much appreciated. Thank you.*

**VENUE INFORMATION**

No.	Room/Venue	Theatre seating capacity (Max)	Hourly Rate
1.	HALL 1 (ENGLISH) Level 2 *	200	\$200
2.	HALL 2 (CHILDREN) Level 2	80	\$50
3.	HALL 3 (MANDARIN) Level 2 *	150	\$150
4.	HALL 4 (YOUTH) Level 2 *	150	\$150
5.	TRAINING ROOM 1 (Level 2)	25	\$50
6.	TRAINING ROOM 2 (Level 2)	25	\$50
7	TRAINING ROOM 3 (Level 2)	25	\$50
8	TRAINING ROOM 4 (Level 2)	25	\$50
9	TRAINING ROOM 5 (Level 2 Behind Hall 3)	25	\$50
10	TRAINING ROOM 6 (Level 3)	5	\$15
11	TRAINING ROOM 7 (Level 3)	20	\$40
12	JOY ROOM 1 (Level 2)	5	\$15
13	JOY ROOM 2 (Level 2 inside Hall 3)	5	\$15
14	COMMUNITY LOUNGE (Level 2)	50	\$50
15	TRAINING ROOM 8 (Level 3)	30	\$50
16	TRAINING ROOM 9 (Level 3)	20	\$40
17	TRAINING ROOM 10 (Level 3)	20	\$40

\*AV crew requirement for Hall 1 = \$80

\*AV crew requirement for Hall 3 or 4 = \$50

#Training Room 1 to 5 and 8 equip with projector

## **Terms and Conditions**

1. Special Rates is only applicable on a case by case basis.
2. Room booking is subject to availability on a first-come first-serve basis. To check availability, please contact one of the following staff:  
Samuel Ng – Email: [samuelng@agapemc.org.sg](mailto:samuelng@agapemc.org.sg) / Tel 98282 749  
Elaine Tan – Email: [elainetan@agapemc.org.sg](mailto:elainetan@agapemc.org.sg) /Tel 6265 3211
3. Booking time should include set-up and dismantling time. Where possible, we will try to open earlier prior to booked time to give more time for set-up. However, if set-up would take more than an hour, we recommend that a booking be made for an earlier slot as well.
4. Agape Methodist Church reserves the right to reject or cancel any bookings by giving at least 5 working days' notice without the need to give any reasons.
5. The facilities can only be used for the purpose stated in the application form. All unauthorised usage is strictly prohibited and Agape Methodist Church reserves the right to refuse entry or evict anybody from its premises in regard to this or any other behavior deemed to be unacceptable by Agape Methodist Church.
6. If a booking is made on behalf of another party, the name of the other party must be disclosed otherwise we reserve the right to cancel at any time, with immediate effect of the notice of cancellation.
7. If the event is organized in partnership with other parties, the names and details of all parties involved must be disclosed at the time of booking, otherwise we reserve the right to cancel at any time, the booking with immediate effect of the notice of cancellation.
8. If tea-break food or meals required, renters should arrange own catering.
9. Users may bring their own A-V equipment but should your own equipment be unable to work with our A-V equipment, we may loan the necessary equipment, based on availability and on our equipment rental rates.
10. The room facilities and rental/complimentary equipment, if any, must be returned in good condition. Compensation charges may be imposed for any damages to property and equipment.
11. Facility booking fees, rental rates and/ or equipment rental rates is subject to change at the discretion of Agape Methodist Church and any changes will take effect when they are updated on Agape Methodist Church's website. An email will be sent to inform affected party of the changes within 5 working days.
12. Organizations using the Halls or rooms are to have their people for re-arrangement of the room or hall configuration should extensive change in configuration is required. Organisation must re-arrange the room or hall back to the original configuration after use. The premise must be cleaned after use and all rubbish is disposed off at the dustbin provided. In the event that the organization is unable to assist, Agape Methodist Church may employ third party labourers to effect the configuration change or clean up the premise and will pass the cost to the organization concerned.
13. Organisation using the premise agrees to indemnify The Owner/Landlord and Agape Methodist Church from any liability claim whatsoever in any circumstances.
14. Standby cleaners after 5pm shall be chargeable at \$15 per hours per cleaner.  
(Minimum 2 hours)