

Markham Chinese Baptist Church
Terms and Conditions for Rental of MCBC Premises
For Wedding Ceremonies

1. General

- 1.1 Both the bride and the bridegroom of the application must be Christians.
The status of Christians can be verified by a baptismal certificate, or a confirmation letter from the baptismal church, or a supporting letter from two witnesses of the baptismal ceremony. The final acceptance of the status is, however, at the absolute discretion of MCBC authority without explanation.
- 1.2 Same-sex wedding ceremonies must not be performed at MCBC.
- 1.3 The marriage ceremony will be done according to the liturgy of the Christian faith or any pre-approved procedure not contradicting the faith or doctrines of the Church. The marriage ceremony must be done by the minister of the Church or other ministers approved by the Church and their names to be stated in the application form. Other proceedings can be carried out by persons designated by the applicant.
- 1.4 For MCBC members, the booking of the facilities can be submitted one year in advance from the proposed date. Otherwise, the facilities will be made available on a first come first served basis.
- 1.5 For non-MCBC members, the booking of the facilities can be submitted nine months in advance from the proposed date.
- 1.6 The program or any publicity materials must be previewed and endorsed in advance (minimum one week's notice) by the Church before distribution.
- 1.7 A blue print of the Sanctuary/Chapel/Church decorations and the ceremony details must be submitted in advance (minimum one week's notice) for approval.
- 1.8 No eating or drinking or gums is allowed at the sanctuary and chapel.
- 1.9 No smoking and no alcoholic beverages are allowed inside and outside the Church property.
- 1.10 No throwing of flower petals / confetti / rice or similar action and no bubble blowing is allowed anywhere in the Church premises.
- 1.11 The usage of the rented area and the ancillary amenities should conform to the purpose of the

application and the guidance of the Church policy.

1.12 The maximum number of attendees for the event should not be greater than the anticipated number as indicated on the application form.

1.13 Access to church office and library is not permitted.

2. Housekeeping

2.1 All areas must be kept clean and tidy. The applicant or designated person is responsible for the clean up of the facility to the original condition, and returning any removed articles or furniture to the original place. Users must leave the facilities in a tidy, clean condition after use.

2.2 All program materials brought by the user will be removed from the space when the event is over.

2.3 No signs / posters / bulletins / pictures / banners should be hung in the building property unless permission has been given by the Church at the time space is rented.

2.4 No outdoor signs or objects should be placed upon the church property without prior approval of the church office.

2.5 There must be *no* cooking in the kitchen except boiling water and using microwave to heat food. When the kitchen is used, users are expected to keep it clean. This includes cleaning, putting away all utensils and removing food items from the refrigerator before leaving.

3. Use of Equipment and Facilities

3.1 The use of musical instruments and/or the moving of instruments require the permission of the Church.

3.2 Access to equipment such as microphones, amplification equipment, projector, television, VCR, etc. will not be permitted unless approval has been obtained at the time of application. Any last minute request for items that were not made at the time of application may not be entertained.

4. Music

4.1 If music is to be played at the event, only Christian music is allowed unless approved by the Church. In no case will any music be allowed that contains inappropriate lyrics.

5. Children

5.1 All children should not be left unattended and must be supervised by adult(s) at all times in any part of the building. For the children's safety, children are not allowed to run through the building.

6. Parking

6.1 Parking spaces in the church garage are available on a first-come, first-served basis. These spaces are not reserved unless permission is granted. Additionally, parking is available on streets outside the building property. However, parking adjacent to the entrance of the Church is discouraged.

6.2 Illegal parking on streets is subject to ticketing, towing, damage or forcible removal at the owner's risk and expenses.

6.3 The "Traffic Flow and Control" policy obtainable from the Church Office should be observed. The traffic flow at the church area will be one way in anti-clockwise direction.

7. Damage / Loss

7.1 The Church assumes no responsibility for lost, stolen, or destroyed items, nor will the Church be liable for any user's injury or property damage at all times in any part of the building.

7.2 The renter is responsible for the full repair or replacement of property damaged, which is caused by the applicant or designated person or the wedding participants.

7.3 The renter is responsible for indemnifying MCBC in a maximum amount of \$1,000 against any loss, liability or claim resulting from use of facility by those engaged in the activity of the renter.

7.4 At the end of the rental period, the applicant or designated person must contact the MCBC custodian or office staff for the issuance of a Handover Release Form as in the appendix, with the declaration of any property damages which are to be compensated to the church by the applicant (renter) or designated person.

8. Violation

8.1 The Church may terminate the rental agreement immediately without liability nor payment if the applicant (renter) or designated person fails to comply with the rules and regulations of the Church.