



CONGRATULATIONS! You are getting married at HTBB, thank you for letting us be involved in your big day. Planning a wedding can fill you with all sorts of emotions - it is equally joyful but stressful and nerve-wracking. And so our team at HTBB is here to help you as much as we can. While this document is not meant to be exhaustive, it will provide as much detail as possible as guidance for you in planning your wedding.

1 PEOPLE

1.1 A wedding is an occasion to declare a covenant between a man and a woman, celebrated in the presence of God and before witnesses.

1.2 The decision of the member of the clergy who officiates your wedding will depend on their availability.

1.3 HTBB's ordinands and curates may be involved in various responsibilities as a way to shadow and learn how to conduct a wedding. These responsibilities may include hosting, peaching, or leading prayer ministry.

1.4 For the wedding day, it is highly recommended to have a wedding coordinator to liaison with the various aspects of the ceremony. The staff liaison would not be available to double as the wedding coordinator.

1.5 Once you have confirmed the date of your wedding, please note that we will need to ensure that all worship and production (WAP) equipment is being used by people who are familiar with the equipment, the band (including the Worship Leader, Sound Engineer, and Producer) will need to be selected by our Worship and Production staff members.

1.6 The donation (elaborated in detail in section 5) will also include love gifts towards the relevant WAP members involved. Even if you are friends with these individuals, we ask that you would still please give this donation, out of our desire to be as consistent as possible with all weddings at HTBB.



2 CEREMONY

2.1 The liturgy will be based on that of the Anglican Diocese of West Malaysia.

2.2 Please refer to the website for the legal requirements, order of ceremony, and marriage liturgy and vows. You may discuss the order of the ceremony with the clergy officiating your wedding.

3 VENUE AND USAGE

3.1 The start time of the wedding should be either 10 AM or 10.30 AM latest and must end no later than 2.00 PM. If you would like to use the venue for a tea ceremony, this can be done between 8:30 AM and 10 AM.

3.2 By using our venue for your wedding, you will have access to the following spaces:

- Either the Main Hall (Hall 2) or Hall 1
- The Cafe
- The Vestry
- Training Rooms 1 and 2 (if you are using Hall 1), or Training Room 3 (if you are using the Main Hall).

3.3 The usage of these spaces will be between 7.00 AM to 3.00 PM. This time frame includes the band rehearsal, which will be done on the morning of the wedding. This also includes set-up on the day off and cleaning up after the event. Please ensure decorations and other items are removed and guests have left by 3:00 PM as the venue will need to be set up for Sunday services for the following morning.

3.4 You may gain access to, decorate, and prepare the hall on the Friday before the wedding between 10:00 AM to 4:00 PM only.

3.5 The grass area on the rooftop is not owned or controlled by HTBB; if you would like to use this space as part of your venue please inform the staff liaison and we will make the necessary arrangements with the Lot 10 Management.

3.6 Please do not serve food and drinks in the wedding halls. We also ask that the cafe kitchen is not used for any cooking or food preparation.

3.7 We will try our best to keep the entire campus solely for your wedding; however, due to the nature of the activities and mission of the Alpha Hub, there is no guarantee that you will have exclusive use of the campus. We will ensure the necessary spaces (those listed in 2.1) are exclusively available to you between the hours stipulated in 2.2



3.8 Smoking and consumption of alcohol is prohibited in or around the venue space.

3.9 Please do not remove any chairs from the halls/venue to ensure sufficient preparation for Sunday services. All furniture used during the event must be returned to the original location after use.

4.0 No pets are allowed to be in the wedding ceremony or venue space.

4 SETUP, DECORATIONS, AND CLEANING

4.1 Set-up can only be done the day before the wedding, and not earlier, due to the frequent usage of HTBB as a venue for training events and conferences. However, if the wedding rehearsal needs to be done at an earlier date due to clergy availability, this set-up can be brought forward.

4.2 We ask that you be responsible for ensuring that all decorations, waste, and other items used for the wedding are cleared by 3:00 PM on the day of the wedding. We recommend having a dedicated team of volunteers or external contractors for any set-up before the wedding, and for cleaning up after the wedding. HTBB will not be able to provide cleaners to remove any decorative items.

4.3 HTBB will not be responsible for any damage to the decorative items used in the wedding.

4.4 Flower petals and other decorations that leave behind a residue, such as confetti, glitter, silly string, and rice, are not allowed to be placed on the floor of any of the spaces in the venue. Tape, staples, and other potentially damaging adhesives are not allowed to be used on the walls and other parts of the venue.

4.5 The food caterers are required to dispose of the waste on their own. All waste items should be discarded at the disposal area which is accessible through the cargo lift. Failure to do so would incur a cleaning fee to be charged and deducted from the facility's deposit.



5 LOGISTICS

5.1 The usage of the cargo lift is permitted for the delivery/retrieval of decorative items on the day of the event and between 10:00 AM and 4:00 PM on the Friday before the event. Please store all decorative items accordingly to ensure proper safeguarding of the said items.

5.2 Access to the various spaces on campus throughout the Friday before the wedding, and on the wedding day itself must be communicated to the staff liaison beforehand.

5.3 Parking bays are available in the Lot 10 building. Please validate your ticket at any validation machine that is available on our campus to receive a rate of RM5 for 7 hours or RM10 after 7 hours.

6 DONATION AND SECURITY DEPOSIT

6.1 The donation amounts are listed below:

- Hall 1 - RM 6,500 + RM 1,000 facility deposit (refundable)
- Hall 2 - RM 7,500 + RM 1,000 facility deposit (refundable)

6.2 The venue will only be used for Christian weddings. Requests for weddings by non-HTBB members will need to be approved by the pastoral team at HTBB and will be dependent upon the availability of the venue, as priority is given to conferences and training events. As stipulated in 1.4, the individuals using the Worship and Production (WAP) equipment will need to be signed off by the WAP staff team. HTBB members are defined as individuals who have been attending HTBB for 6 months or longer, and/or are part of a team / connect group. HTBB Worship support is not provided for non-HTBB members unless upon request.

6.3 To confirm the date of the event, 50% of the wedding donation and a RM 1,000 security deposit should be received in cash terms or by bank transfer to the HTBB account. The remaining 50% of the donation is to be paid 2 weeks before the event.

6.4 The facility deposit will be refunded within 2 weeks after the event, provided that there are no damages to the spaces and/or equipment. For this purpose, kindly provide your full name and bank details (account number and bank name) below.



Bank details for deposit return:

Full name (as per bank account) :
Account no. :
Name of bank :

6.5 If equipment or items are damaged or misplaced, the costs to repair or replace these items will be deducted from the security deposit.

6.6 If these costs to repair or replace exceed the security deposit, we ask that you pay for or replace these damaged or lost items. Once replaced, the security deposit will then be refunded.

6.7 Any cancellation of the event must be made at least one (1) month prior. The cancellation would also mean that the initial 50% of the wedding donation would be forfeited.

BANK DETAILS

Account Name: Holy Trinity Bukit Bintang
Bank: CIMB Bukit Bintang Branch
Account Number: 8007268273
Reference: WEDDING - NAME OF COUPLE

I/We have read and understood this contract and the policies it contains.

.....
Name of Bride

.....
Name of Groom

.....
Name of HTBB Staff Member

.....
Date of the contract signed