**For inclusion into Town Council’s Terms and Conditions**

**for use of common areas for solemnisation of civil marriages**

For solemnisation of civil marriages, the applicant and organisers, including the solemniser*,* must ensure the following:

1. No more than 100 persons (excluding the solemniser and vendors) should be present for the entire event. Vendors should be kept to the minimum required. If the total number of attendees is between 50 to 100 persons, attendees must be split into multiple zones of up to 50 persons. Please see the Annex for detailed zoning requirements.
2. Couples, witnesses and guests are to arrive at the solemnisation venue no earlier than 15 minutes before the appointed time.
3. Temperature screening and checks on visible symptoms should be conducted for all attendees. Those with fever and/or appear those who appear unwell should be turned away. Seniors are advised to stay home.
4. All attendees are to check in to the event via SafeEntry, using the SafeEntry QR code provided by the Town Council. All attendees should download and activate TraceTogether before attending the event.
5. Masks are to be worn by all attendees. However, the following exceptions are permitted:
	* The bride and groom may wear face shields instead of face masks. They may remove their face shield for key moments (e.g. when exchanging vows or rings, kiss) as long as they maintain a safe distance of at least 2 metres from others at such times.
	* Masks may be removed momentarily for photo-taking.
6. Guests must be split into fixed groups of up to 5 persons each, with no intermingling or mixing between groups. An exception may be made for a designated core “wedding party” comprising up to 20 persons (including the bride and groom). Individuals in this “wedding party” may interact with others within the group, but must not intermingle or mix with attendees outside the “wedding party”.
7. At least 1-metre safe distancing must be observed between groups, as well as between the “wedding party” and other groups, at all times, including for photo-taking.
8. Individuals should practise good hygiene and minimise physical contact with persons from a different household.
9. The session should be completed within 30 minutes.
10. Receptions are not permitted. Food and beverage must not be served.
11. Live performances or activities involving singing or loud talking / shouting are not allowed.
12. Attendees should leave the premises immediately after the solemnisation.
13. The applicants must submit to the solemniser a list of attendees at least 1 day before the event (including their zones, if any). The solemniser should be informed of any last-minute changes in the attendance. The lists of guests should be made available onsite.
14. The solemniser has the right not to conduct the solemnisation if those present at the solemnisation are not in the attendance list submitted earlier to the solemniser or if the solemnisation party has not complied with these safe management measures.

You must implement all the above measures for any marriage solemnisation organised by you at the multi-purpose hall / void deck and other common areas managed by Sembawang Town Council.