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

**for use of common areas for solemnisation-only events (with up to 50 attendees)**

For solemnisation-only events with up to 50 attendees, the applicant and organisers, including the solemniser (or Kadi / Naib Kadi)*,* must ensure the following:

1. The event must comply with the prevailing Safe Management Measures at the point of the solemnisation. The conduct of the solemnisation must be adjusted accordingly, if there are changes. Please visit <https://www.gobusiness.gov.sg/safemanagement/sector/> and <https://www.gobusiness.gov.sg/covid-faqs/for-sector-specific-queries/marriage-solemnizations-and-receptions> for updates on the applicable Safe Management Measures for wedding receptions. The prevailing Safe Management Measures will supersede any of the guidelines below.
2. No more than 50 persons (excluding the solemniser (or Kadi / Naib Kadi) and vendors) should be present for the entire event. Vendors should be kept to the minimum required.
3. Couples, witnesses and guests are to arrive at the solemnisation venue no earlier than 15 minutes before the appointed time.
4. Checks on visible symptoms should be conducted for all attendees. Those who appear unwell should be turned away. Seniors are advised to stay home.
5. TraceTogether-only SafeEntry (TT-only SE) check-in is required. All attendees are to check in to the event, using the SafeEntry QR code provided by the Town Council. For those with a TT token only, a relative or family member should help to perform a group check-in via TT app. Event organisers must do a visual check and turn away any persons who do not check in.
6. The session should be completed within 30 minutes. Each couple is only allowed one solemnisation event with respect to their marriage.
7. Attendees should leave the premises immediately after the solemnisation.
8. The applicants must submit to the solemniser (or Kadi / Naib Kadi) 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.
9. The solemniser (or Kadi / Naib Kadi) 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 xxxx Town Council.

**I have read the above Terms and Conditions and agree to abide by them.**

Name of Applicant :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Solemniser (or Kadi / Naib Kadi) :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_