

With effect from 24 Apr 2021

**Safe Management Measures for
Marriage Solemnizations and Wedding Receptions**

These Safe Management Measures aim to provide a safe environment for wedding couples and their guests during wedding celebrations.

Wedding organisers (which could include venue operators/ owners¹, wedding planners, the wedding couple and/ or their relatives/ friends) responsible for supplying or procuring the premises and any goods and services related to the wedding (whether or not for reward and whether jointly or otherwise) are required to put in place the following safe management measures. **This set of Safe Management Measures applies with effect from 24 Apr 2021.**

1. Overall

- 1.1. Prevailing rules applying to each entity/ venue will continue to apply. Venue owners may determine if and when to allow solemnizations and wedding receptions to be held in their premises, and may set additional conditions for their use, based on their capacity or ability to ensure safe management measures are implemented.
- 1.2. It is recommended that organisers appoint a Safe Management Officer to ensure that safe management measures are adhered to.
- 1.3. The Solemnizer may postpone the solemnization if safe management measures are not implemented or adhered to for the solemnization.
- 1.4. For external venues (excluding home, ROM(M) Building and places of worship), organisers should prepare response plans to manage situations such as handling unwell guests. This includes ensuring staff are familiar with the procedures in the handling of unwell and/ or uncooperative guests.
- 1.5. Each couple is only allowed one marriage solemnization (without food and beverage) and one wedding reception with respect to their marriage.² Each event must be completed within the same calendar day, although the marriage solemnization and the wedding reception may be held on separate days.
- 1.6. Each event can only be held in a single venue managed by the same operator. The event may take place over multiple rooms within the same venue.
- 1.7. In a place of residence, only marriage solemnizations are allowed, and not receptions (which involve food and beverage).

2. Limits on Number of Attendees

- 2.1. Where held in an external venue (i.e. outside the ROM(M) Building or a place of residence), the maximum number of attendees in total for the entire event must not exceed:
 - 2.1.1. A total of 100 persons or a lower number (without Pre-Event Testing (PET)),

¹ Includes the religious organisation if held in a place of worship.

² If the marriage solemnization and wedding reception are held back to back, this would be considered as the couple having done both with respect to their marriage.

- 2.1.2. A total of 250 persons or a lower number (with PET), depending on venue capacity, safe distancing measures and/ or other factors to be determined by the venue owner/ operator or organisers.
- 2.2. If the total number of attendees is between 50 to 250 persons, attendees must be split into either multiple zones of up to 50 persons, or across staggered timings with up to 50 persons in each slot and at least 30 minutes between slots. The caps include the couple and the wedding party, and excludes the Solemnizer (for solemnization), vendors and venue staff engaged to provide authorised services for the solemnization or wedding reception. Vendors and venue staff should be kept to the minimum required.
- 2.3. For marriage solemnizations held in a place of residence, the maximum number of attendees for the home solemnization must not exceed, including the wedding couple, (i) 10 persons or (ii) 8 visitors, in addition to any residents, to the home where the event is held (whichever is higher), not counting the Solemnizer and vendors engaged to provide authorised services for the solemnization.^{3 4} Vendors should be kept to the minimum required.
- 2.4. For all solemnizations, couples are to provide their guest and vendor list according to their zone to the Solemnizer at least one day before the solemnization.
- 2.5. The guest list for solemnizations and wedding receptions should be made available onsite for verification/ checking.

3. PET Requirements

- 3.1. For solemnizations involving between 101-250 attendees, PET will be required for the wedding couple.⁵
- 3.2. For wedding receptions involving between 101-250 attendees, PET is required for all attendees (including the wedding couple).⁵
- 3.3. The attendee caps include the wedding couple and exclude the Solemnizer (assuming the Solemnizer is present only for the solemnization)⁶, vendors and venue staff engaged to provide authorised services for the solemnization or wedding reception.
- 3.4. The PET must be done:
- (i) Before entry to the solemnization or wedding reception; and
 - (ii) At most 24 hours before the end of the event.

³ For example, if there are 6 persons currently living in your household, the 6 residents and an additional 8 visitors can attend a marriage solemnization in your home. The total of 14 persons counts the wedding couple but excludes the solemnizer and vendors. Or if you live alone, you and 9 other persons, including the wedding couple, can attend a solemnization in your home, excluding the solemnizer and vendors.

⁴ As of 26 Jan 2021, an individual must not permit to enter or remain in his or her place of residence more than 8 visitors on any single day. An exception is made for home solemnizations which remain subject to the limits in paragraph 2.2. However, if a place of residence has 8 or more visitors attending a home solemnization (as guests or vendors), then the individual must not accept any more visitors that day to his or her place of residence.

⁵ Wedding couples need not have the same number of attendees for both their solemnizations and receptions, e.g. they can have a solemnization with 250 persons and a wedding reception with 100 persons.

⁶ If the Solemnizer attends the reception as a guest, he/she will be counted towards the attendee cap for the reception and will need to undergo PET.

Organisers should advise the wedding couple and invited guests on (i) and (ii) above as attendees should not stay in the event beyond the validity period of their test results.

- 3.5 Organisers must ensure that the relevant attendees in line with paras 3.1 and 3.2 have a valid negative test result, or are exempted from PET, before allowing them to attend the solemnization or wedding reception. The guidelines for PET are available at <https://go.gov.sg/pet>.

4. Group Size and Safe Distancing

- 4.1. For weddings held in external venues (i.e. outside the ROM(M) Building or a place of residence), guests must be split into fixed groups of up to 8 persons each, with no intermingling or mixing between groups. This will also apply within each zone and time slot.
- 4.2. An exception may be made for a designated core “wedding party” comprising up to 20 persons (including the bride and groom), which is part of the 250 overall attendee cap. Individuals in this “wedding party” may interact with one another within the party and may sit with one another at tables of more than 8 persons. However, they must not intermingle or mix with other attendees outside the ‘wedding party’.
- 4.3. At least 1m safe distancing must be observed between groups, as well as between the “wedding party” and other groups, at all times, including for photo-taking.

5. Zoning Requirements

- 5.1. For weddings held in external venues (i.e. outside the ROM(M) Building or a place of residence), the maximum number of attendees in each zone must not exceed a total of 50 persons.
- 5.2. All attendees, including the couple and wedding party, must only be assigned to one zone each. Entering an unassigned zone is not allowed, except for the wedding couple who may do so briefly e.g. to take photos. Service staff and vendors may also cross between zones as necessary to perform their job.
- 5.3. Zones must be completely separated from one another by either a physical solid partition (at least 1.8m high, from wall to wall); or at least 3m physical spacing demarcated by continuous physical barriers (e.g. formed by plexiglass screens, barricade tape, queue pole stands linked by retractable belts).
- 5.4. There must be either be a separate ingress/ egress for each zone or staggered entrance/ exit timings so that attendees from different zones do not mix with one another during entry/ exit (including any movements in and out of the venue during the event).
- 5.5. Where possible, service staff should be designated to specific zones and avoid mixing with staff serving other zones.

6. Staggered Timing Requirements

- 6.1. For weddings held in an external venue (i.e. outside the ROM(M) Building or a place of residence), the maximum number of attendees for each time slot must not exceed a total of 50 persons.
- 6.2. Guests must be assigned to one time slot and can only be present during their scheduled time slot. They must leave by the end of their time slot.

- 6.3. An exception may be made for a designated core “wedding party” comprising up to 20 persons (including the bride and groom), which is part of the 250 overall attendee cap. The wedding party may participate in multiple time slots, whereas all other guests must only belong to one time slot, so long as the number of people in that time slot remains capped at 50 persons (including the wedding party)⁷.
- 6.4. There must be a minimum of 30 minutes between time slots, where cleaning and disinfection at the event space and other common areas (e.g. toilets) must be conducted.

7. Venue Set-up

- 7.1. The venue should be set up to ensure that the attendance limit, zoning and staggered timing requirements, as well as group size limits and safe distancing requirements above are adhered to at all times.
- 7.2. There should be fixed seating for all attendees.

8. Management of Common Facilities

- 8.1. Organisers should put in place measures to minimise crowding or mixing at common facilities e.g. corridors, toilets. Where possible, specific common facilities should be designated to specific zones so that attendees from different zones do not mix when using such facilities.
- 8.2. Pre-meal receptions (free-standing) are not allowed.
- 8.3. Where possible, organisers should identify hotspots e.g. entry/ exit points, washrooms, corridors, etc. for potential bunching and implement a control mechanism to prevent/ disperse crowds. This could include the deployment of ushers or Safety Ambassadors to remind attendees against clustering and loitering in common areas.
- 8.4. Premises hosting multiple events concurrently should put in place measures to ensure no inter-mixing between attendees of different events.

9. Use of Face Masks

- 9.1. Organisers should ensure that attendees are wearing face masks in accordance with the prevailing national policy, with the exception of the bride and groom who may wear face shields during the course of the event instead. The bride and groom may also remove their face shield or mask for key moments (e.g. when exchanging vows or rings, kiss, march-in/ outs) as long as they maintain a safe distance of at least 2m from others at such times.
- 9.2. Masks may be removed momentarily for photo-taking.

10. Food and Beverage

- 10.1. Food and beverage must not be served at solemnizations.
- 10.2. Self-service buffets or staff-served food lines are not allowed. Food and beverage must be served to seated attendees. Sharing dishes/ platters are strongly discouraged.
- 10.3. Attendees should not share cups/ cutlery/ utensils.
- 10.4. No sale or consumption of alcohol is allowed after 10.30pm.

⁷ For example, guests can be distributed across three time slots as follows - 30 pax : 30 pax : 20 pax with the wedding party of 20 persons present during all three slots for a total of 100 unique attendees.

11. Live Performances and other high-risk activities

- 11.1. At **solemnizations** in a place of residence and indoor venues (except at ROM(M) Building), live instrumental music (except for the playing of wind instruments) is allowed, with the necessary safe management measures in place.
 - 11.1.1. Musicians should be kept to the minimum and must be masked at all times. Musicians should also minimise movement to ensure that the 1-metre safe distance can be adhered to at all times.
 - 11.1.2. Live instrumental music remains disallowed at solemnizations in outdoor venues, i.e. places which are not enclosed.
 - 11.1.3. Activities involving singing, dancing or loud talking/ shouting remain disallowed at solemnizations at all venues.
- 11.2. At **wedding receptions**, live performances (including live instrumental music) or activities involving singing, dancing or loud talking/ shouting (e.g. loud toasting) are not allowed.

12. Attendance Control and Contact Tracing

- 12.1. Organisers should conduct temperature screening and checks on visible symptoms for customers at entrances, and turn away those with fever and/ or those who appear unwell.
- 12.2. All guests should check in to the event using SafeEntry. The venue owner/ operator or organisers should have a unique QR code for the event space, e.g. hotel ballroom, function room, private dining room in a restaurant.
- 12.3. All guests should download and activate TraceTogether before attending the event. Organisers should perform checks that TraceTogether has been activated e.g. at the point of checking that the attendee has checked in via SafeEntry.
- 12.4. Organisers are encouraged to stagger the arrival and departure timings of attendees. Queuing in groups should be discouraged.
- 12.5. Organisers are encouraged to adopt contactless modes of operation where possible e.g. putting the seating arrangements online or on a board instead of a manned reception counter to minimise contact between individuals.

13. Ensuring Cleanliness and Hygiene

- 13.1. Before the start of each time slot and where applicable, the venue owner/ operator or organisers must clean and disinfect the event spaces, common facilities (e.g. toilets), tables and chairs before and after use, including high-touch surfaces such as handrails, door handles, lift buttons, etc. and shared articles such as cutlery and crockery.
- 13.2. Where applicable, the venue owner/ operator or organisers should provide disinfecting agents like hand sanitisers, disinfectant sprays, wipes, etc. for attendees and staff at common areas or areas with high-touch surfaces.