

# If you are solemnising at the Ficus Room @ Gardens by the Bay

## Prepare for solemnisation



Remind witnesses and guests of the date and time of solemnisation.  
(\*Remind certified interpreter to be present, if applicable)



Bring the original NRICs (for Singapore Citizens and Singapore Permanent Residents) or Passports (for foreigners) of groom, bride and two witnesses.



Wear suitable attire. Proper attire includes a shirt and pants or other formal male attire for the groom, and a dress or other formal female attire for the bride.



(Optional) Bring wedding rings for exchange.



(Optional) Print and bring the ceremonial certificate of marriage if you wish to use it for signing (simply log in to [www.marriage.gov.sg/login](http://www.marriage.gov.sg/login) to download and print). Alternatively, you may walk-in to ROM during our operating hours to print at our self-help kiosk 1 week before your solemnisation.

## On solemnisation day



Arrive at the Ficus Room at least 10 minutes before the agreed time.

*\*Please refer to Annex A for the location and details of how to get there.*



Ensure all parties have arrived.  
(Ficus Room can accommodate up to 40 persons, including groom, bride and two witnesses)



After solemnisation and signing of ceremonial certificate, your marriage will be registered online. The official digital certificate of marriage will be emailed to you.



Proceed with the marriage ceremony.



Register your arrival with the solemniser at the entrance of Ficus Room.

### NOTE

Your solemniser is a volunteer. He/she sacrifices personal time and effort to solemnise your marriage. Please treat your solemniser with due respect, courtesy and consideration.

# CONGRATULATIONS!



## Annex A: Solemnisation at Ficus Room @ Gardens by the Bay

### Guidelines

| Dos                                                                                                                                                                               | Don'ts                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
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| <ul style="list-style-type: none"> <li>✓ Dress appropriately for the solemnisation ceremony</li> <li>✓ Arrive at least 10 minutes prior to your solemnisation ceremony</li> </ul> | <ul style="list-style-type: none"> <li>✗ Pets are not allowed inside the Ficus Room with the exception for guide dogs</li> <li>✗ No food or drinks to be consumed in the Ficus Room</li> <li>✗ Video screening/projections is not available in the Ficus Room</li> <li>✗ No popping of confetti or other party items are allowed in the Ficus Room or area outside the Ficus Room</li> <li>✗ No decoration is allowed in the Ficus Room as basic solemnisation ceremony setup has been done (refer to <b>Annex A-1</b> for the setup)</li> </ul> |

### Location of Ficus Room @ Gardens by the Bay



## **Getting There**

1. How do I get to the Ficus Room at Gardens by the Bay for the solemnisation?
  - Car: The nearest carpark is Bayfront Plaza Carpark with 172 lots. You can choose to walk (estimated time around 10 minutes) over to Ficus Room or take the shuttle service at \$3/pax for a 2-way ride.
  - Train/Bus: The nearest train station is Bayfront (CE1/DT16), Exit B. You can choose to walk (estimated time around 5 minutes) over to Ficus Room or take the shuttle service at \$3/pax for a 2-way ride.
  - Private Hire/Taxi: Drop off point at Garden by the Bay's main entrance or Bayfront Pavilion. From there, you can choose to walk (estimated time around 10 minutes) over to Ficus Room or take the shuttle service at \$3/pax for a 2-way ride.
2. Are the shuttle services free?
  - The shuttle services are available at \$3/pax for a 2-way ride (refer to **Annex A-2** on the buggy pick-up point).
  - There is also an option for couples to book the 13-seater garden cruiser at \$70 per 2-way trip (refer to **Annex A-3** for a photo of the garden cruiser). For more information to book the garden cruiser, you may email [weddings@gardensbythebay.com.sg](mailto:weddings@gardensbythebay.com.sg).
3. Are there any parking space near the Ficus Room? What are the carpark charges?
  - The nearest carpark is Bayfront Plaza Carpark (not sheltered) with 172 lots. The charges for car are SGD 0.03 per minute and capped at \$25/day and \$1.20 per entry for motorcycles.

## **Annex A-1: Ficus Room Setup**



## **Annex A-2: Buggy Pick-up Point**

**Option 1:** Visitor's Drop off Centre @ Main Arrival (Flower Dome, beside Shake Shack)



**Option 2:** Bayfront Plaza Shuttle Service (via MRT)



## **Annex A-3: Garden Cruiser**

