

## TERMS AND CONDITIONS

### **1. APPLICATION FOR RENTAL**

- 1.1 All applications for rental of facilities must be specified in writing on the application form. On completion, it must be forwarded together with the specified deposit to:

**Malay Heritage Centre (MHC)**  
**Facilities Centre Section**  
85 Sultan Gate  
Singapore 198501

- 1.2 Applications shall not be deemed as confirmed and accepted by MHC until the form has been endorsed by the Facilities Centre Section. The Applicant will then be issued with a formal notification of acceptance.
- 1.3 The Centre may in its absolute discretion, grant, refuse or withdraw its approval of any application for the use of the facilities without giving any reason.
- 1.4 The facilities shall be used only for the purpose stated in the application form.
- 1.5 Booking is made strictly between the Centre and the Applicant and is not assignable or transferable by the applicant to a third party.

### **2. TERMS OF PAYMENT**

- 2.1 Rental and all other charges for related services payable shall be computed in accordance to the schedule and current rates prescribed by the Centre, which may be changed without prior notice. All outstanding payment has to be made **7 days before date of usage**. Please note that the confirmation letter serves as an invoice and there will be no further invoicing, except for long term bookings.

### **3. CANCELLATION / POSTPONEMENT OF BOOKING**

- 3.1 Regardless of any reasons, if the Applicant subsequently cancels or postpones the rental of Facilities, the following schedule of cancellation charges will apply:

**Non refundable deposit** - **50% of total rental charges**

**Refundable Security Deposit** - **10% of total rental charges**

- 3.2 The refundable security deposit will be used to pay for any damages in the Centre caused by applicant or any of applicants' participant attending their function. These would include applicants' vendors and contractors. Any excess will be returned to the applicant.
- 3.3 Any cancellation or postponement of a confirmed booking by the Applicant must be specified in writing and the Centre shall be entitled to demand cancellation / postponement charges computed in accordance to the current rates prescribed by the Centre.

### **4. CONSTRUCTION AND ALTERATION**

- 4.1 The Applicant shall not effect any modification, installation, addition to the Facilities without prior written consent of the Centre. In the event where this is approved, the Applicant shall undertake to surrender the Facilities in the same good order and condition as at the date of handover. Any damage to the Facilities fittings and equipments caused by the Applicant, his agents or audience shall be compensated for by the Applicant, as determined by the Centre.
- 4.2 All installation permitted to be carried out under the provision hereof shall be at the expense and the responsibility of the Applicant and shall be carried out by the Applicant in such a manner as to cause no unnecessary disturbance or disruption to the activities of other occupiers of the Building. **The Applicant is required to dismantle all installations immediately upon the completion of the event. A charge of \$100 will be levied upon the Applicant who fails to dismantle all installations at the end of the event.**

## **5. USE OF FACILITIES**

- 5.1 The Applicant shall obtain from the relevant authorities all the necessary permits. The Applicant shall also ensure that approval by these Authorities has been duly obtained and shall on demand produce documentary proof thereof to the Centre. In this, the Applicant shall comply fully with the terms and conditions as stipulated by the Authorities.
- 5.2 The Centre reserves the right to refuse entry to the facilities any person whose presence is, in the opinion of the Centre, undesirable. In this, good order and decency in the Facilities are preserved.
- 5.3 The Applicant shall permit the Centre's authorised officers to enter the Facilities for purposes connected with the hiring at all reasonable times.
- 5.4 The Applicant shall conform to any fire and safety precautions required and shall not obstruct the passageways, emergency exits, fire hoses and extinguishers in the Facilities.
- 5.5 The Application shall only use the audio and visual reproduction or audio amplification equipment belonging to the Centre and shall pay the Centre the required tariff charges. The Applicant shall in no circumstances use his own equipment without prior written consent of the Centre.
- 5.6 No nails, adhesive thumbtacks and such like materials are allowed to be used on any part of the Facilities unless approved by the Centre. If approved, the Applicant shall be liable for any damage arising out of such use. Goods, equipment, furniture and such like articles should be properly handled and the Applicant shall be liable for any damage to the floors or other parts of Facilities.
- 5.7 The Applicant shall not sell or distribute or permit or suffer to be sold or distribute tickets or passes or admit or permit or suffer to be admitted a number of persons in excess of the seating capacity prescribed by the Centre.
- 5.8 No person including the Applicant's personnel shall handle the stage lighting and sound appliances or operate any other related equipment belonging to the Centre unless authorised by the Centre.

## **6 INDEMNITY OF THE CENTRE AND LIABILITY**

- 6.1 The Centre shall under no circumstances, make good or accept any responsibility or liability arising in any respect of any damage, theft or lost of any property, goods, articles or things deposited or left in the Facilities by the Applicant or any other person in one way or other connected to the Applicant.
- 6.2 The Applicant shall indemnify and keep indemnified the Centre in full, from and against all loss and damage to the Facilities and all property caused directly or indirectly by the Applicant, his employees or his contracted suppliers. The Centre shall undertake repair and rectification of such damages and bill the Applicant accordingly.
- 6.3 The Centre shall not be liable for any loss due to any breakdown of machinery, failure of supply of electricity, leakage of water, fire, government restriction, act of God which may cause the Facilities to be temporarily closed, hiring interrupted or cancelled.
- 6.4 The Applicant shall be entirely responsible for the use of his own equipment and stage properties or such like articles and shall be liable for all claims for injuries suffered by persons in connection with such use.

## **7 FOOD AND BEVERAGE**

- 7.1 The Centre has given the First-Right-of-Refusal (FRR) to Restoran Tepak Sireh (RTS). Please liaise with RTS for your F & B requirements.
- 7.2 If, however, RTS is unable to meet your requirements, you will be allowed to cater food from "HALAL"-licensed caterers ONLY AFTER the restaurant acknowledges a written email from you, informing them of their inability to meet requirements as stated above. MHC must be copied on all email correspondences between your goodself and the restaurant.

## **8 GENERAL**

- 8.1 The Applicant and his employees shall comply with all terms and conditions stipulated from time to time by the Centre in relation to the Facilities.
- 8.2 The Centre reserves the right to waive, add, amend, cancel any of the terms and conditions of hire without prior notice to the Applicant even after a booking have been made.
- 8.3 The Applicant shall cease all activities by 10 pm on rehearsal days. On actual days, Applicant is to inform Centre on the end time for the shows.
- 8.4 No smoking is allowed on the Centre's grounds.

**ANNEX 1**

List of Equipments & Other Add-On Amenities

<u>Items</u>	<u>Description</u>	<u>Cost</u>	<u>Requirement</u>	
1.	Chairs	200 for Auditorium 20 for workshop rooms 50 for Open Courtyard 15 for Resource Centre Upon request for Live Gallery	Part of Package (POP) POP POP POP POP	_____ _____ _____ _____ _____
2.	Tables	Upon request for Auditorium  2 for workshop rooms 4 for Resource Centre Upon request for Live Gallery	POP depending on numbers (additional \$15/table if with skirting) POP POP POP depending on numbers	_____ _____ _____ _____
3.	Tentages	For Open Courtyard For Open Area	Client to provide own Client to provide own	_____ _____
4.	Fixed Audio Visual (AV) Equipment	Only at Auditorium (see AV System)	POP	_____
<p><i>*Client is to engage MHC's appointed technical support, Maestro Productions via Mr. Sunaryo @ 90926241 Client will also liaise directly with technician on event coordination and payment. Please note that payment will be based on the number of hours and day of event</i></p>				
5.	Mobile AV Equipment	Projector x 1 Lap top x 1 Screen x 1	\$20 per hour \$20 per hour \$15 per hour	_____ _____ _____
6.	Air-conditioning	Free usage for first 5 hours daily (indoor spaces)	\$15 per hour thereafter	_____
7a.	Bins (120 Litres)	Upon request	\$5 per bin per day	_____
b.	Bins (SembWaste)	Upon request	\$50 per bin per day	_____
<p><i>* Client must activate item 7a for events that have a crowd capacity of 200 and more * Client must activate item 7b for events that have a crowd capacity of 500 and more * Client will liaise directly with SembWaste with regards to coordination and payment for item 7b</i></p>				
8.	External Power points	Located at outdoor and open spaces	\$20 per point per day	_____
<p><i>* Client is to engage a generator at own cost for outdoor events of more than 100 pax capacity.</i></p>				
9.	Changing Rooms	Male Room Female Room	\$30 per hour \$30 per hour	_____ _____
10.	Cleaning Services	Contact by MHC	Cost borne by Client upon communication with cleaning company	_____
<p><i>* Client must activate extra cleaning services for events that have a crowd capacity of 500 and more</i></p>				
11.	Extended Stage	8 pcs (refer to Technical Brief Doc)	\$100 per pcs  \$15 per extended stage skirting	_____ _____