

## IHC ACTIVITY ROOM RENTAL APPLICATION FORM

VENUE RENTAL RATES			
Type of Event	No. of Hours	Rental Rate (\$) <i>* Non-peak / peak</i>	
Seminars / Workshops	General Rates	4 hours	400 / 480
		8 hours	800 / 960
		Additional hour	100 / 120
	Concessionary Rates: <i>(Non-profit Organisations (NPO) incorporated /registered in Singapore)</i>	4 hours	320 / 380
		8 hours	640 / 760
		Additional hour	80 / 95

*\* Non-Peak: Tuesday to Friday 10am to 6pm*  
*Peak: Tuesday to Friday 6pm to 7pm*  
*Saturday 10am to 7pm*  
*Sunday/Public Holiday 10am to 4pm*



Included in the package:

- Basic AV Setup (*sound/projection equipment as set out in the Equipment Checklist on page 3*)
- All rates subject to prevailing taxes/GST

These rates are effective as of **1<sup>st</sup> Feb 2020**. IHC reserves the right to amend the above rental rates without prior notice.

TYPE OF APPLICATION		
Type	<input type="checkbox"/> Individual <input type="checkbox"/> Company <input type="checkbox"/> Other Organisation/Collective	
Types of Event (Please specify)		
APPLICANT INFORMATION (For Individual)		
Name of Individual (as in NRIC):	NRIC No.:	
Salutation: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Madam <input type="checkbox"/> Dr	Date of Birth:	
Mailing Address:		
Email:		
Office Tel:	Home Tel:	Mobile:
APPLICANT INFORMATION (For Company)		
Name of Company:	Company Registration/UEN Number:	
Company Website:	Company Type (e.g. NPO, CLG):	
Mailing Address of Company:		
Name of Contact Person:	Designation:	
Email:		
Office Tel:	Mobile:	Fax:
APPLICANT INFORMATION (For Other Organisation/Collective)		
Name of Organisation/Collective:	Registration Number (if applicable):	
Mailing Address of Organisation/Collective:		
Name of Contact Person:	Contact's Role in Group:	
Email:		
Office Tel:	Mobile:	Fax:

<b>EVENT DETAILS (Please attached your proposal paper separately)</b>	
Brief Description / Synopsis / Objectives:	
Technical Specifications:	
Programme Schedule / Itinerary:	
Seating Capacity (if applicable):	No. of Performances / Sessions:
Event Start Date & Time:	Event End Date & Time:

<b>EQUIPMENT CHECKLIST</b>			
<b>IN THE ACTIVITY ROOM</b>		<b>OUTSIDE THE ACTIVITY ROOM</b>	
<b>Type of Equipment</b>	<b>Quantity</b>	<b>Type of Equipment</b>	<b>Quantity</b>
Wireless Handheld Microphone (2 pcs)		4 Signage Standees (A3 Landscape)	
Basic Sound System		4 Chairs	
Projector		2 Rectangular Tables	
Projector Screen			
60 Chairs			
10 Rectangular Tables			

### VENDORS

For security clearance, the following details are required:

Caterer Company (if any):		Vehicle Plate No.:	
Contact Person:	Tel:	Time of Arrival/Collection:	
Additional Vendors (if any):		Vehicle Plate No.:	
Contact Person:	Tel:	Time of Arrival/Collection:	

### DECLARATION

I, the undersigned, verify that the above information is accurate. I hereby/ On behalf of my company I hereby declare that I have read, understood and agreed to the terms and conditions attached to this application form.

I understand that this application is subject to the approval of the National Heritage Board as represented by the Indian Heritage Centre, and further signed contract (booking contract/venue sponsorship agreement, as the case may be).

I also agree that the National Heritage Board may collect, use and disclose any personal data provided by me in this application form for the purposes of processing and responding to this venue hire/use request.

For Acknowledgement (Individual)

Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
 NRIC Number: \_\_\_\_\_ Date: \_\_\_\_\_

For Acknowledgement (Company or Other Organisation/Collective)

Name & Designation: \_\_\_\_\_ Signature: \_\_\_\_\_  
 Company Stamp: \_\_\_\_\_ Date: \_\_\_\_\_

**For Official Use Only**

Application : Approved  Not Approved   
 Approving Officer :  
 Signature :  
 Date :

## **GENERAL TERMS AND CONDITIONS**

### **1. INTERPRETATION**

In these terms and conditions, the following terms shall have the respective meanings:-

- a. "Applicant" shall mean the person or organisation applying for rental of the Venue as stated in the relevant IHC Activity Room Rental Application Form, and shall include any employee, agent or contractor of that person or organisation.
- b. "Booking Contract" shall refer to the relevant IHC Activity Room Rental Application Form (should IHC approve the same) together with the IHC Activity Room Rental Booking Contract (as offered by IHC pursuant to approval of the IHC Activity Room Rental Application Form) and these terms and conditions.
- c. "Balance" shall mean the balance sum of the total rental fee less the Deposit for the Venue for the Event, as stated in the IHC Activity Room Rental Booking Contract.
- d. "Charges" shall mean all charges payable by the Applicant for the Event and shall include the price, room rental, Services, and any other charges as may be imposed by IHC.
- e. "Deposit" shall mean the non-refundable deposit of fifty per cent (50%) of the total rental fee for the Venue for the Event, as set out in the IHC Activity Room Rental Booking Contract.
- f. "Event" shall mean the event for which the Applicant is renting the Venue, as stated in the relevant IHC Activity Room Rental Application Form.
- g. "IHC" shall mean the Indian Heritage Centre of 5 Campbell Lane Singapore 209924, an institution of the National Heritage Board.
- h. "NHB" shall mean the National Heritage Board, a statutory board established under the National Heritage Board Act (Cap. 196A).
- i. "Venue" shall refer to IHC Activity Room and any equipment/facilities provided therein.
- j. "Services" shall include services such as transport, catering, music, bands, or other entertainment, equipment, decorations, lightings, tentage, sporting/recreation and/or accommodation at other establishments.

### **2. NON-COMPLIANCE**

If the Deposit or Balance or any other payment(s) required under the Booking Contract is not received by their due date(s), as indicated below, NHB/IHC reserves the right to cancel the Venue reservation immediately without giving any prior notice. Any requests for the reinstatement of any cancelled reservation shall only be made after payment of the relevant amounts and is subject to the availability of the Venue. NHB/IHC further reserves the right to grant or refuse any such request for reinstatement of any cancelled reservation without assigning any reason whatsoever.

### **3. BOOKING AND PAYMENT**

All applications for rental of the Venue shall be submitted to NHB/IHC via the IHC Activity Room Rental Application Form, at least six (6) weeks prior to the date of the Event. NHB/IHC may in its absolute discretion grant or refuse any application without assigning any reason whatsoever.

Unless otherwise agreed in writing, the Applicant shall make payment of the following sums on or before the following dates, by crossed cheque made in favour of "National Heritage Board":

- (i) Deposit – payable on the submission of the duly executed IHC Activity Room Rental Booking Contract;
- (ii) Balance – at least thirty (30) calendar days before the date of the Event.

Please note that all payments are subject to the prevailing tax/GST rates.

All remaining Charges including charges for the Services (whether booked through NHB/IHC or otherwise) and any additional charges incurred by the Applicant during the Event, shall be paid in full without any deduction, in a form acceptable to NHB/IHC before 5.00 p.m. on the last day of the Event or within such other period as NHB/IHC may in its sole discretion allow.

### **4. CANCELLATION**

If the Applicant cancels the Booking Contract or the Event:-

- (a) NHB/IHC shall not be liable to make any refund of the Deposit (or any part thereof); and
- (b) NHB/IHC shall provide a refund of the Balance (if the Applicant has made payment of the same) less the following amount(s) / the Applicant shall pay the following amounts (if the Applicant has yet to make payment of the Balance) within thirty (30) calendar days of the notice of cancellation, as the case may be:

- (i) Notice of cancellation provided more than 30 : NIL  
calendar days prior to date of Event

- (ii) Notice of cancellation provided 14 to 30 : 50% of the Balance  
calendar days prior to date of Event
- (iii) Notice of cancellation received less than 14 : Full Balance  
calendar days prior to date of Event
- (iv) No show on date of Event : Full Balance

## 5. CANCELLATION OF EXTERNAL SERVICES

If any Services booked through NHB/IHC at the request of the Applicant are subsequently cancelled, the Applicant is liable to reimburse NHB/IHC for all fees, charges and costs incurred by NHB/IHC arising out of and in relation to the Services (and/or their cancellation).

## 6. COPYRIGHT, LICENCES AND OTHER FEES

The Applicant shall be responsible and bear all costs for obtaining all necessary licenses, approvals and/or clearances (including the payment of any fees or royalties payable to any organisations entitled to be paid in respect of music, sound recordings, videos, films to be used at the Event) for the staging of the Event and/or the payment of any taxes or charges imposed or required by any relevant authorities in respect of the Event. The Applicant shall ensure that all such licences, approvals and/or clearances and taxes/charges have been obtained/paid prior to the Event and shall fully indemnify and hold harmless NHB/IHC from and against all liability for any third party claims, demands, losses, damages, costs and expenses arising from or in connection with the same.

## 7. PROHIBITIONS

The Applicant agrees and undertakes as follows:

- a. The Applicant shall not use the Venue for any purposes other than for the purposes of the Event and uses normally incidental to the same.
- b. The Applicant shall not bring or permit any animals or birds to be brought into the Venue or any part of IHC's premises.
- c. The Applicant shall not use or permit any inflammable, explosive or offensive materials to be brought into or used within the Venue or any part of IHC's premises.
- d. The Applicant shall not use or permit any equipment or installation that might produce noxious smells and/or bright lights such that they may constitute a nuisance to persons within or around the Venue or any part of IHC's premises.
- e. The Applicant shall ensure that its employees, agents, servants, and sub-contractors shall not consume or bring or be under the influence of any intoxicating beverages, narcotics or drugs within the Venue or any part of IHC's premises.
- f. The Applicant shall not use or permit the use of open fires and naked flames within the Venue or any part of IHC's premises. This includes the use of LPG gas cylinders, refillable tabletop gas cylinder and charcoal.
- g. The Applicant shall not use or permit the use of naked flame fireworks or other pyrotechnics, smoke or mist machine and/or confetti within the Venue or any part of IHC's premises.
- h. The Applicant shall not carry out any hacking or drilling or drive any nail or screw or anything whatsoever into the walls, ceilings, and fittings of the Venue or make any structural alterations to the Venue.
- i. The Applicant shall not repair, modify or otherwise tamper with the Venue or allow any other person to do so without the prior written consent of NHB/IHC.
- j. The Applicant shall not, without the prior written approval of NHB/IHC (which may be withheld for any reason), sell or distribute any of the Applicant's merchandise within the Venue, and upon such approval being granted, such sale and distribution shall be carried out in accordance with NHB/IHC's requirements (which may include a requirement to pay to NHB/IHC a fixed amount or a percentage of the gross receipts from the sale of the merchandise).

## 8. YIELDING UP

Upon completion of the Event, the Applicant shall yield up the Venue in clean and original condition to the full satisfaction of NHB/IHC, failing which NHB/IHC reserves the right to restore the Venue itself and recover the costs of such restoration, as well as an administrative charge of fifteen per cent (15%) of the total cost of such restoration, from the Applicant.

## 9. EQUIPMENT OR ITEMS LEFT BEHIND

Any equipment or items left within the Venue or IHC's premises after the Event may be disposed of in any manner by NHB/IHC in its sole discretion, and NHB/IHC shall not be liable to the Applicant for any loss or damage to such equipment or items.

## 10. RENTAL OF EVENT SPACE OUTSIDE OF BOOKING TIME

The Applicant shall adhere strictly to the timing for the Event, as allocated by NHB/IHC and specified in the IHC Activity Room Rental Booking Contract (the "Specified Timings"). IHC has full discretion to re-allocate the Venue for any other

event or applicant for all timings which fall outside of the Specified Timings. If the Applicant shall require the extended use of the Venue outside of the Specified Timings on the date of the Event, this shall be subject to the availability of the Venue and the Applicant's prior agreement to pay the hourly charges for the same. NHB/IHC further reserves the right to grant or refuse any such request without assigning any reason whatsoever. The payment for such additional charges shall be made latest before 5.00 p.m. on the last day of the Event or within such other period as NHB/IHC may in its sole discretion allow.

### 11. DAMAGE TO VENUE

The Applicant shall exercise all due diligence and take reasonable care when using the Venue and shall not cause or permit any damage to be done to the Venue (or any part thereof) and/or to any other part of IHC's premises (including the furniture, fittings, equipment and /or any other property therein).

The Applicant shall immediately report to NHB/IHC any damage to the Venue (including any loss or damage to any equipment/facilities provided therein) and shall permit NHB to conduct such repairs, replacement and restoration work as NHB/IHC may consider necessary. If such damage or loss (or any other damage or loss to the Venue discovered by NHB/IHC after the Event) is not the result of fair wear and tear but has arisen out of or in connection with abuse, misuse, negligence or default of the Applicant, its sub-contractors or invitees, the full cost of any necessary repairs, replacement and restoration work shall be borne solely by the Applicant.

### 12. SUPERVISION OF EVENT / GOOD ORDER

The Applicant shall, during the Event, be responsible for:

- a. The efficient supervision of the conduct of any of the Applicant's sub-contractors and/or invitees at the Venue, including without limitation the following:
  - i. The effective control of children;
  - ii. The orderly and safe admission and departure of persons to and from the Venue; and
  - iii. The orderly and safe evacuation of the Venue in case of emergency.
- b. The security at the Venue and the preservation of good order therein, including without limitation the following:
  - i. Ensuring that all safety checks that NHB/IHC deems necessary are conducted on persons before admission to the Venue.
  - ii. Ensuring that the numbers of persons within the Venue do not exceed the capacity limit imposed by NHB/IHC and/or any other governmental or regulation body.
  - iii. Ensuring that all entrances/exits or doors allowing for entrance or exit from the Venue be kept unfastened and unobstructed and immediately available for exit during the entire duration of the Event; and
  - iv. Ensuring that no obstructions are placed or allowed to remain in any corridor giving access to the Venue.

NHB/IHC also reserves the right to immediately to stop any activity or conduct which is, in NHB/IHC's sole discretion, deemed to be illegal, improper, indecent, unsafe or is likely to cause a nuisance to other persons within or around the Venue. NHB/IHC shall further have the right to immediately eject from the Venue or IHC's premises (or require the Applicant to eject from the Venue or IHC's premises) any person(s) that is found to be engaging in such activity or conduct.

### 13. DISPLAYS, DECORATIONS AND PROMOTIONS

Except with the expressed written consent from IHC, the Applicant shall not:

- a. Post, tack, nail, screw or otherwise affix any displays, placards, labels or other decorative or promotional materials on any part of the Venue, IHC's premises, and the furniture, fittings or any IHC property therein;
- b. Use any helium filled balloons as decorations;
- c. Display any poster or other material which are, at NHB/IHC's sole discretion, indecent or objectionable;
- d. Place any decorative or promotional materials such that they would obstruct or block any fire door or emergency exit;
- e. Erect any props, decorative or promotional materials, metal, metal structures, suspended trusses, lighting and/or audio-visual equipment:
  - i. Requiring more than a 13-ampere and three-phase 400-volt power supply;
  - ii. That have not been fire-rated by the Fire safety Bureau of the Singapore Civil Defence Force (or any other applicable and safety rules regulations); and/or
  - iii. That is, in any other manner, not in compliance with any other applicable fire and safety rules regulations.
- f. Place any displays, decorations, props or other publicity materials (e.g. banners, posters and other props) within or outside the Venue, in particular, within IHC public spaces and the IHC publicity spaces, unless otherwise approved by NHB/IHC in writing.

The Applicant shall submit a layout plan and single-line drawing by a licensed contractor or professional engineer to NHB/IHC at least three (3) weeks prior to the date of the Event and shall seek the prior written approval of IHC's Estate Management team prior to the commencement of the construction or erection of any props, decorative or promotional



materials, metal structures, suspended trusses, lighting and/or audio visual equipment. The Applicant shall further abide by all NHB/IHC procedures relating to the installation and electrical supply of the aforesaid equipment.

#### **14. NON-LIABILITY FOR LOSS AND DAMAGE WITHIN EVENT PREMISES**

The Applicant acknowledges that it shall be solely responsible for all property, goods, articles or things (whether belonging to the Applicant, his agents, contractors or invitees) placed, deposited, brought into or left within the Venue and/or IHC's premises and shall remain solely responsible for the safe-keeping and custody of the same. NHB/IHC shall not be liable for any loss, damage or theft howsoever caused to any property, goods, articles or things placed, deposited, brought into or left within premise by any person whatsoever.

#### **15. LIABILITY AND INDEMNITY**

The Applicant shall be responsible for obtaining all necessary insurance coverage for its staging of the Event at the Venue, and indemnify NHB/IHC in full for all losses and damages, claim, expenses or costs suffered or incurred by NHB/IHC (including all accidental and consequential damages) caused by any act or omission (whether negligent or otherwise) of the Applicant, his agents, contractors, or invitees attending the Event, including any act/omission that:

- Causes loss and/or damage to the Venue, to part thereof or any part of IHC's premises (including loss and damage caused to any furniture, fittings, equipment and/or any other property therein);
- Causes loss and/or damage, death or injury to any NHB/IHC employee or staff or to any other persons within the Venue or IHC's premises; and/or
- Result in any successful claim against NHB/IHC by any party, including without limitation, any claim for the loss, damage or theft of any property, goods, articles or things placed, deposited, brought into or left within the Venue or IHC premises by any person.

NHB/IHC shall not be liable for the death or any injury to the Applicant's employees, contractors or agents (including death or injury caused by any unsafe temporary mechanical and/or electrical structures brought into the Venue by a third party) unless such is due to the gross negligence or other failure of NHB/IHC to perform its obligations under this Booking Contract or any applicable law.

#### **16. ALTERNATIVE EVENT VENUE**

In the event that the Venue may become unavailable at any time, NHB/IHC reserves the right:

- To assign the Applicant a suitable alternative venue for the Event; or
- To offer the use the Venue on a different date and/or time.

If no suitable alternative may be available (as per sub-clause a. and b. above), NHB/IHC further reserves the right to offer the Applicant a full refund of the Deposit and Balance as a full and final termination of the Booking Contract. No further or other compensation will be made by NHB/IHC.

As far as reasonably practicable, NHB/IHC will notify the Applicant of the aforesaid changes, in writing, at least thirty (30) calendar days prior to the Event. However, NHB/IHC shall not be liable to the Applicant for any losses and damages (including all consequential damages) suffered by the Applicant, his contractors, agents, or invitees arising out of the change in venue or a change in the Event date and/or time.

#### **17. EXCUSED NON-PERFORMANCE**

In the event that NHB/IHC shall be unable or prevented from carrying out the whole or part of its obligations under the Booking Contract for any reason beyond the reasonable control NHB/IHC, including but not limited to any acts of God, fire flood, storms, earthquakes, typhoon, tidal wave, plague or other labour dispute; hospitalities, mobilisation, detention, revolution, riot, looting, civil commotion; war (whether declared or not), governmental law, rules, regulations or actions, embargoes, quotas, or severe economic dislocation (collectively referred to as a "Force Majeure Event"), NHB/IHC shall be excused during the period of the Force Majeure Event from performing the whole or part of its obligations hereunder but shall use reasonable dispatch to resume the performance of its obligations as soon as possible.

Notwithstanding the foregoing, in the event that NHB/IHC shall be unable or prevented from carrying out the whole or part of its obligations under the Booking Contract due to any Force Majeure Event such that the Venue would not be available for use of the date of the Event, either NHB/IHC or the Applicant may terminate the Booking Contract forthwith by giving written notice to the other party and NHB/IHC shall refund the Balance (if this has been paid by the Applicant). NHB/IHC shall not be liable for any losses or damage suffered by the Applicant (including any consequential damages) due to arising out of the termination of the Booking contract resulting from a Force Majeure Event as aforesaid.

#### **18. WAIVER**

No failure or delay on the part of NHB/IHC in exercising any power or right under the Booking Contract shall operate as a waiver, nor shall an exercise of such right or power preclude any other or further exercise of such right or power or other right or power.



### **19. NO ASSIGNMENT OR SUB-CONTRACTING**

The Applicant shall not (nor shall it purport to) assign or to sub-contract any of its duties or obligations arising under this Booking Contract without NHB/IHC's prior written consent.

### **20. RIGHTS OF THIRD PARTIES**

Save as expressly provided herein, a person who is not a party to this Booking Contract shall have no right under the Contracts (Rights of Third Parties) Act (Cap. 53B) to enforce any its terms.

### **21. GOVERNING LAW**

This Booking Contract between NHB/IHC and the Applicant shall be governed by and construed in accordance with the laws of the Republic of Singapore. The parties shall submit to the non-exclusive jurisdiction of the Singapore courts.

### **22. PHOTOGRAPHY AND VIDEOGRAPHY**

Photographs/Videos may be taken by NHB/IHC during the programme, for use in publicity and marketing materials. Please approach NHB/IHC in advance if you have any concerns.

### **23. SPECIAL NOTES**

Please note the following rules and regulations for the use of the Venue and IHC's premises:

- a. Please be advised that smoking is prohibited by law in all indoor areas and covered walkways. The Applicant's assistance in notifying all its guests to comply with this prohibition is much appreciated.
- b. Please be informed that all props, decorative or promotional material etc. are to be delivered only through the IHC's loading / unloading bay. Setting up or delivery is strictly prohibited after 8p.m. on any day.
- c. Please note that IHC's security personnel will report any illegal or unauthorised parking to the traffic police for their necessary action.