

Venue Hire Application Form

(1) PARTICULARS OF APPLICANT

Name:	Prof/Dr/Mr/Mrs/Mdm/Miss		
Address:			
Telephone:		Mobile:	
Email Address:			
If application is made on behalf of an organization/society, please state:			
Name / Profile of organization/designer/society:			
Registered address:			
Official Website/ Event Website info:			
Applicant's official capacity:			

(2) DETAILS OF EVENT

Venue:	<input type="checkbox"/> Atrium Block A <input type="checkbox"/> Atrium Block B <input type="checkbox"/> Atrium Block C <input type="checkbox"/> Atrium Block D	<input type="checkbox"/> Auditorium <input type="checkbox"/> Training Rooms _____ <input type="checkbox"/> Level 2 Block E <input type="checkbox"/> Level 2 Block F
Event Title:		
Date of Event:		
Time of Event:		
Genre	<input type="checkbox"/> Advertising / Visual Communication <input type="checkbox"/> Architecture <input type="checkbox"/> Business Innovation <input type="checkbox"/> Digital Media <input type="checkbox"/> Experience <input type="checkbox"/> Fashion / Food & Beverage <input type="checkbox"/> Graphic / Arts / Music / Dance	<input type="checkbox"/> Interactive media <input type="checkbox"/> Interior <input type="checkbox"/> Landscape <input type="checkbox"/> Lighting <input type="checkbox"/> Financial Service <input type="checkbox"/> Product / Industrial <input type="checkbox"/> Urban <input type="checkbox"/> Others: _____
Presentation format	<input type="checkbox"/> Showcase / Exhibition <input type="checkbox"/> Workshop/Talk	<input type="checkbox"/> Film screening <input type="checkbox"/> Others: _____ _____

Required floor area (sqm)	<i>Configurations (please attach layout)</i>
Ticketed	<input type="checkbox"/> Yes - Ticket Prices: <input type="checkbox"/> No – Open to Public <input type="checkbox"/> By Invitation only
F&B at event	<input type="checkbox"/> Yes <input type="checkbox"/> No
Target Reach	No. of Visitors _____
Event Partners:	
Arrangement for News Coverage/Filming *:	<i>*Please provide details for access to NDC</i>
Outcomes	<input type="checkbox"/> Business Opportunities <input type="checkbox"/> Public Education / Awareness <input type="checkbox"/> Capability Development / Training <input type="checkbox"/> Others: _____
Brief Description Event Write-up (< 100 words) *Details can be attached separately *Details such as: 1. Estimated visitors 2. Precedents of proposed events (Please elaborate)	

	Date	Time
Setup Date **		To
Event Period		To
Teardown Date		To
Date of Opening Ceremony		To

**** NO construction/noisy works in NDC. Please refer to House Rules.**

(3) REQUEST FOR AIR-CONDITIONING

The rates are for extension of air-conditioning beyond NDC's opening hours:

Less than or equal to 3 hours	\$70
Between 3 to 6 hours	\$140
Between 6 to 12 hours	\$270

(4) REQUEST FOR DEDICATED TECHNICAL SERVICES

Normal office hours (Monday- Saturday, 7:00am to 9.00pm)	:	\$28 per technician/hr
After office hours (Monday- Saturday, 9:00pm to 11:00pm)	:	\$42 per technician/hr
Saturday office hours (7:00am to 6:00pm)	:	\$28 per technician/hr
After office hours (Saturday, 6:00pm to 11:00pm)	:	\$42 per technician/hr
After office hours (Monday- Saturday, 11:00pm to 7:00am)	:	\$50 per technician/hr
Sunday/Public Holidays (whole day)	:	\$66 per technician/hr

*Minimum 2 hours to hire for technical services

REQUEST FOR DEDICATED TECHNICAL SERVICES			
<i>(Note: One technician must be booked to operate any NDC equipment when external AV technicians are hired)</i>			
Date	Time	Total hour	For official use
	to		
	to		

ENGIE Property Services Pte Ltd, NDC's appointed Managing Agent will invoice venue hirer directly.

REQUEST FOR CLEANING SERVICES

Venue hirer may contact us for a quotation on cleaning services which varies based on event needs.

To apply for the venue, please submit the completed application form, together with your proposal to commercial@uas.edu.sg for processing. Additionally, do note the following:

- (1) Application is subjected to approval and does not guarantee the booking. If your proposal is accepted, a booking confirmation letter will be sent to you.
- (2) By signing on this application form, you agree to the attached “Terms & Conditions for Booking of NDC Venue/Facilities”.
- (3) By submitting this application form, the event hirer is deemed to have read and understood the House Rules of UAS, and shall abide by the said guidelines should the application be approved

I hereby agree to accept and abide to the conditions stipulated in (1) to (3).

Signed by Applicant : _____

Date : _____

Company's Stamp : _____

Confirmed by University of the Arts Singapore : _____

TERMS & CONDITIONS FOR BOOKING OF VENUE / FACILITIES

1. Definitions

- 1.1 The following Terms and Conditions shall govern the use of National Design Centre (hereinafter referred to as "NDC") premises and all hirers agree to abide and be bound by these Terms and Condition.
- 1.2 The term "Management" whenever used hereinafter shall mean the person or person in charge of the hire of NDC premises and Facilities Management branch (hereinafter referred as "FMM"), and also person or persons as may be deputed by the Management to act on its behalf for the purpose of these Terms and Conditions.
- 1.3 The following words shall have these meanings unless the context otherwise requires:
"National Design Centre" or "NDC" means the property at **111 Middle Road Singapore 188969**
- 1.4 Words denoting the singular include the plural and vice-versa.

2. Availability of, Confirmation of and Amendments to Booking

- 2.1 All bookings for the NDC venue are subjected to availability and acceptance by The Management at their absolute discretion.
- 2.2 The Management reserves the rights to cancel, terminate, advance or defer any booking should supervening circumstances make it necessary to do so. Should this occur, The Management would endeavor to provide the Venue Hirer as much advance notice as possible. In this respect, the decision of The Management shall be final.
- 2.3 Once the booking is approved (Provisional Booking), a booking confirmation letter with a confirmation reference number will be sent to the venue hirer.
 - 2.3.1 Upon confirmation of booking, the Hirer is required to submit their program schedule and technical requirements, if any, at least 4 weeks before the commencement of the period of hire.
 - 2.3.2 It is compulsory for the Hirer to inform and seek permission from the Management at least 2 weeks before the commencement of the hire period if external contractors and caterers are involved. Serving and consumption of food and beverages is only allowed within allocated areas as specified by the Management. Setting up and dismantling of displays and catering is to be carried out within Hirer's period of hire.
 - 2.3.3 The Hirer is required to submit a production schedule, which includes the arrival of any external contractors, facilitators, VVIPs and VIPs, at least 2 weeks before the commencement of the period of hire. The Hirer will need to submit the vehicle numbers of VVIPs, and all vehicles doing loading and unloading, to the Management at least 1 week before the commencement of the period of hire.
- 2.4 Venue Hirer will have up to a maximum of 2 times to make changes to the booking, subject to the availability of the venue. Venue Hirer may be required to top up any additional rentals and/or logistics charges incurred for upgrade of the booking or extend the use of the venue / facilities. There may be a fee payable for cancellation and downgrading of bookings.

- 2.5 Do note the amendment to the event date(s) within the booking window (see table below) of the original application.

Category of Enquirer	No. of calendar months booking can be made in advance of before event date
NDC Tenant / Education Institutions	6 months
Public Hire	3 months

** No changes to the booking is allowed on the event day.*

3. Your Obligations

- 3.1 Follow all regulations in respect of the NDC venue / facilities you have booked.
- a) Be entirely responsible for any and all activities that take place pursuant to your identification or your application ID, whether or not actually or expressly authorized by you;
 - b) Immediately inform us at commercial@uas.edu.sg if you become aware or suspect that your identification and/or application ID have been misused or compromised in any way, or any other breach of security has occurred.
- 3.2 Pay all additional expenses and charges incurred during your event booking at NDC.
- 3.3 Not make any speculative, false or fraudulent booking of any venue / facilities at NDC.
- 3.4 Apply for all necessary licenses and permits (eg, art entertainment & liquor licence etc) as required by any authority; and submit qualified persons endorsed layout plans and specifications (when required) for The Management approval at least 3 working days before the event date.
- 3.5 Subletting of the venue / facilities at NDC is not permitted.
- 3.6 Occupants will permit reasonable access and inspection of their event venue / facilities by authorized agents of The Management at all reasonable times.
- 3.7 Occupants should observe the recommended capacity of each venue / facilities and should keep noise level to the minimum at all times. NDC Management reserves the right to request Occupants who are found to have violated this regulation to leave the property.
- 3.8 There is no parking at NDC. Occupants and their guests are advised to park their vehicles at surrounding public carparks. The Management is not liable under any circumstances where parking is insufficient.
- 3.9 Professional sound systems with tower speakers and sub-woofer are not allowed within NDC premises, except with written approval by The Management.
- 3.10 No food or drink is allowed inside the Auditorium and Training Rooms.
- 3.11 No sticking of materials with masking tape / double-sided tapes, staples on the walls and glass panels.

- 3.12 There is **no** storage facility. All exhibits and items not belonging to NDC must be removed from the exhibition area by the following day. Extra fees will be charged for any exhibit left behind after the given dismantling period.
- 3.13 Venue Hirer is not allowed to leave equipment or materials overnight in the rooms. Any such request will need to be approved by The Management. In the event, such approval is provided, Venue Hirer will do so at their own accountability and NDC Management will not be held responsible.
- 3.14 You are advised to engage additional security guards and to acquire insurance coverage for your event if necessary.
- 3.15 The Management reserves the right to take any action deemed necessary against any Occupant, guests / visitors / participants found mis-using a venue/facility, NDC premises or violating the above regulations. This includes immediate cancellation or termination of your booking / reservation without refunding the rental and disqualifying him from using all NDC venue / facilities in future and/or imposing of a penalty fee in the event of your non-compliance with this clause.
- 3.16 You are required to submit all PE endorsement for any structure higher / taller than 3 meters.
- 3.17 You are required to get clearance from relevant authorities e.g. IMDA to play any form of Music / Videos.

4. Representations & Warranties

- 4.1 The Venue Hirer / Applicant represent and warrant that:
 - He/She is at least **21 years old** when making the booking; and
 - All information supplied is true, current, complete and accurate
- 4.2 Notwithstanding that the booking is accepted, The Management reserves the right to cancel the booking without paying any compensation or refund to the Venue Hirer if it is found that he/she is below 21 years old or that the personal data have provided is obsolete, incomplete, inaccurate, false at the time of booking or when checking in.

5. Charges and Payments

- 5.1 The rates quoted in respect of the venue / facilities at NDC are exclusive of applicable government taxes and are subject to change without notice.
- 5.2 Payment may be made via cheque, payable to 'Engie Property Services Pte Ltd' or via bank transfer.

6. Refund and Cancellations

- 6.1 The NDC Management reserves the rights to cancel, terminate, advance or defer any booking should supervening circumstances make it necessary to do so. Should this occur, the Management would endeavor to provide the Venue Hirer as much advance notice as possible. In this respect, the decision of the Management shall be final.
- 6.2 In any of the above cases, the Management shall not be liable to the Venue Hirer for any loss or damage sustained out of such action. Upon cancellation or termination of bookings by NDC, any money paid shall be refunded. The Management may allow bookings to be advanced or deferred subject to the availability of the venues. The Management will not be liable for any loss or damage in respect of such action.
- 6.3 Refund will be issued via cheque payment / bank transfer after confirming on the payee details.
- 6.4 Any amendments to the booking which result in a booking of lower value as compared to the previous booking will be considered as a downgrade. For such downgrade, the refund policies apply to the difference in value between the 2 bookings. Notwithstanding any other term, any additional costs and

expenses arising from change of venue / facilities for any reason shall be borne in full by the Venue Hirer and neither the managing agent of NDC nor the owner of NDC or representative shall be liable for any such costs and expenses.

7. Cancellation Policies and Refund Policies on Downgrading

- 7.1 Notice of cancellation by the Hirer is required in writing and is subject to payment of the following charges.
- 7.2 If notice is given by the Hirer:-
- More than 6 months prior to commencement of the period of hire, a sum equivalent to 30% of the estimate venue charges shall be forfeited and the balance (if any) refunded;
 - Less than 6 months but more than 3 months prior to commencement of the period of hire, a sum equivalent to 50% of the estimated venue charges shall be forfeited and the balance (if any) refunded;
 - 3 months or less prior to the commence of the period of hire, the full amount of the estimated venue charges will be forfeited.
- 7.3 If amount paid by the Hirer is insufficient, any shortfall will be paid by the Hirer immediately.
- 7.4 Special consideration and priority is given to National and State function notwithstanding any confirmed booking. The Management shall have the right to cancel, advance or defer any confirmed booking in full or in part in the event that any of the dates booked coincide with the dates of National or State functions.
- 7.5 Notwithstanding anything in these Terms and Conditions, the Management reserves the absolute and final right to cancel, advance or defer any confirmed booking at any time by giving prior notice to the Hirer. In any of the above cases specified in Para 7.4, the Hirer shall give advance notice as soon as practicable of the intention to cancel, advance or defer the confirmed booking.
- 7.6 In any of the above cases specified in Para 7.4 and/or 7.5, upon cancellation or termination of bookings, any money paid shall be refunded and the Management shall not be held liable for any loss, damages, cost, expenses or otherwise arising out of or in connection with such cancellation, termination, advancement or deferment of booking.
- 7.7 All refunds and cancellation charges imposed shall be in accordance with the aforementioned refund and cancellation policies and shall be final and conclusive.

8. Clearance of Promotional Materials

- 8.1 No banners, posters or advertising material will be permitted on or around the premises without the prior approval of the Management.
- 8.2 All publicity material, advertisements, decoration materials or banners appearing on the premises must be submitted to the Management at least thirty (30 days) before for clearance prior to the date of the event. The Hirer must seek the prior approval of the Management for any direct distribution of the flyers or posters on the premise, and any publicity materials, advertisements, decoration materials or banners appearing on the premise.

9. Loss or Damage to Property

- 9.1 The Hirer shall be entirely responsible for the property and safe setting & installation of all its scenery, props and other equipment and the proper working of all its electrical, mechanical and other appliances. The Management will not be responsible for any loss, damage, cost, expense, claim or demand made in the event of any accident or injury suffered by any person in connection with such scenery, props, equipment or appliances.
- 9.2 Should the premises or any part thereof and/or any equipment be broken, damaged or lost, the Hirer shall pay for the replacement cost and/or the costs of the repairs to make good such damage or loss. The amount of the replacement cost and/or the cost of repairs certified by the Management shall be final and conclusive. No equipment or property may be altered or modified without the prior written approval and if such approval is given, a security deposit in such amount as it shall specify for such purposes may be required.
- 9.3 All property brought onto the premises by the Hirer must be removed on or before the expiry of period of hire, failing which additional venue charges and/or additional charges will be levied. In the event of failure on the part of the Hirer to pay the additional venue charges and/or additional charges within 14 days from the date of invoice or written demand, without prejudice to any other rights it may have in respect of such debt, the Management reserves the right to dispose of or to destroy such property as it thinks fit and the Hirer shall be liable for all costs and expenses incurred by the Management (including administrative fee as the Management shall specify) in undertaking such disposal or destruction as the case may be. No claim whatsoever shall be made against the Management or any of NDC's staff or agents on account of such disposal or destruction.
- 9.4 The Hirer shall be responsible for ensuring that the premises are kept clean and tidy at all times during the period of hire. In the event that extra cleaning is undertaken during or following the Hirer's use of the premises, the Hirer shall pay the additional charges as certified by the Management within 7 days of the Management's notice of the same.

10. Force Majeure

- 10.1 Any circumstance beyond the control of a party, which delays, interrupts or prevent the event, is defined as "Force Majeure". Such circumstance shall include but not limited to breach of peace, epidemic, flood, fire, explosion, lighting, storm and sabotage, power failure not due to either party's fault, act of God, strike, picketing, lock-out or act of government authority.
- 10.2 The Management and their staff shall not be liable for damages of any kind arising from failure or delay in performing any or all of their obligations if such failure or delay is due to circumstances or cause beyond reasonable control.
- 10.3 The Management reserves the right to terminate or shorten the accepted booking in the event of a national crisis or emergency without incurring any liability.
- 10.4 Should the event not be held by the reason of Force Majeure, the Management shall not be in default and the Hirer shall not be entitled to any refund, compensation, damage or any other recourse against the Management for the failure to carry out the event.

11. Variation

The Management may vary these terms and conditions at any time without notice to the Venue Hirer.

12. Governing Law

This Agreement shall be governed by the laws of Singapore and the Venue Hirer agrees to submit to the exclusive jurisdiction of the Singapore courts.

13. Conditions and Restrictions

- 13.1 No person other than the authorized staff of the Management shall be permitted to remain on the premises after closing hours.
- 13.2 Except for the hours of any function, no person shall be admitted to the premises unless on official business.
- 13.3 The Management may refuse admission to any person who in its opinion is likely to cause embarrassment or annoyance to other patrons or users of the premises.
- 13.4 The Hirer shall observe the advertised time of the commencement of the function and shall vacate the premises on or before the expiry date and time of hire of the premises.
- 13.5 Intoxicating or other liquors, beverages and food shall not be consumed on the premises other than in places and spaces allocated for such purpose.
- 13.6 Cooking is not allowed in any part of the premises.
- 13.7 No smoking or striking of matches or gas lighters will be allowed in any part of the premises except when they are necessary for the event and approved by the Management, in which case, sufficient receptacles shall be provided by the Hirer for the purpose of depositing matches, cigarette ends and pipe refuse. Subject to the above exception, no naked fire shall be allowed on the premises.
- 13.8 Screws, nails or "blu-tack" adhesives, masking tape, double-sided tape, or any devices of any description likely to deface the walls, floors or ceilings are not allowed to be used on any part of the premises.
- 13.9 Any materials, goods, equipment, etc shall not be dragged into the Auditorium. For heavy loads, trolleys with rubber castors are to be supplied and used by the Hirer.
- 13.10 All displays or decorations of any description intended for use within the premises shall be rendered flameproof, preferably in the process of manufacture and to the satisfaction of the Management.
- 13.11 The seating and equipment arrangements in any of the training rooms may not be altered without the prior approval of the Management.
- 13.12 All passageways and exit points on the premises shall be kept clear and no tables, chairs or other obstructing furniture or materials shall be placed at these places without the prior approval of the Management.
- 13.13 Over-amplification of sound by electronic devices that may cause annoyance to other users of the premises is strictly prohibited.
- 13.14 No unauthorized person shall handle the technical appliances or operate the audio-visual systems without the prior consent of the Management.
- 13.15 No additional equipment may be brought onto the premises without the Management's prior written consent.
- 13.16 No electrical apparatus or fittings of any kind shall be attached to or used in conjunction with the existing electrical switchgears or fittings without the prior permission of the Management.
- 13.17 If such electrical apparatus or fittings are necessary, the hirer shall comply with the relevant authorities' requirements and install them at his own expense.

- 13.18 No audio or video recording, filming or photography via any devices shall be taken during a function except at the request of the Hirer and with prior permission of the Management.
- 13.19 No Hirer shall have control over any of NDC staff. Any disagreement with any member of NDC staff or misbehavior on the part of NDC staff shall be reported to the Management who will thereafter deal with the matter personally.
- 13.20 Giving of gratuities to members of the staff is strictly prohibited.
- 13.21 The Hirer shall not be entitled to any refund of the venue charges or to any compensation under any circumstances unless otherwise provided for. However, if any major breakdown should occur resulting in non-supply of electricity to the premises for more than four hours whilst such premises are being used by the Hirer, the rental charges of any appropriate part thereof may be refunded provided that the function is cancelled due to such breakdown.
- 13.22 With the exception of function programmes and/or related brochures, the sale of any merchandise within the premises is strictly prohibited unless prior written approval has been obtained from the Management. In addition if approval is granted, the sale of merchandise is subject to any further terms and conditions stipulated by the Management in its absolute discretion including without limitation, sharing of revenue.

14. EXCLUSION OF LIABILITY

- 14.1 The Management's sole obligation to the Hirer shall be to lease out the premises to the Hirer. For the avoidance of doubt, the Management shall not be responsible for informing the Hirer of any restriction of access to the premises, whether by means of public transport, public road or otherwise, which may, in any way affect the setting up or commencement of the functions by the Hirer during the period of hire of the premises by the Hirer. In this respect, the Management shall not be liable for any loss or damage suffered by the Hirer or any third party arising out of or in connection with such restrictions of access of the premises.
- 14.2 In the absence of fraud or bad faith, the Management shall not be liable for any delays. Interruptions, disruptions or cancellations, or any loss, damage, costs, charges and/or expenses, (of whatsoever nature and howsoever arising) suffered and/or incurred by the Hirer as a result of any act or omission of any of the Management's employees, agents or contractors.

For more information on the National Design Centre and its venues / facilities for hire, please contact the Sole Marketing Agent:

ENGIE Property Services Pte Ltd / Agency License No: L3008405B

Contact Person: Adeline Lee
Email : commercial@uas.edu.sg / adeline.lee@engie.com
Tel : 6837 9735 / 9022 2891

HOUSE RULES

General

1. It is the organiser's responsibility to submit all forms such as Permit To Work (PTW), P.E. Endorsement, Temporary Change of Use permit from SCDF and/or any other permits/licences required or as deemed necessary for their events to the National Design Centre's (NDC) Managing Agent (MA) for approval to commence works.
2. P.E. Endorsement must be sought for any structure that is above 3m in height including but not limited to structure that deems potential risk to the public.
3. Detailed event layout plan, single line drawings, etc. must be submitted at least 3 weeks prior to event set up date.
4. University of Arts Singapore (UAS) and the MA reserve the right to reallocate any complimentary spaces at their discretion.
5. It is the organiser's responsibility to reinstate the spaces used, to original condition after the event.
6. The organiser shall ensure that the event and its content are not discriminatory in nature, and are free from controversial content (e.g. gore, violence, racial, religious and sexual references and/or strong language). University of Arts Singapore (UAS) and the MA reserve the right to cancel or terminate any event that is deemed inappropriate at any point in time, up to the end of the event. University of Arts Singapore (UAS) and the MA shall not be held liable for any liquidated damages arising from the cancellation or early termination.

Set-up

7. Workplace Safety & Health (WSH) Act must be observed when carrying out installation and dismantling works (i.e. wearing of personal protection equipment).
8. There should be no construction works such as sawing, drilling, hammering or sanding allowed in any part of the NDC. Painting is prohibited, with the exception of minor touching up using only water-based emulsion paint. Prior approval must be obtained from the NDC Managing Agent (MA) for all activities related to painting. All structures for events must be built off-site and only assembly work is allowed at NDC.
9. **There should be no noise disturbances at the NDC during office hours for all set-up works.** The (MA) reserves the right to stop all disruptive works immediately. The MA & University of Arts Singapore (UAS) will not be held responsible for any additional expenses incurred due to the delay in works. Noisy works may be carried out after 9pm
10. All F&B event areas must be carpeted, especially at the serving stations. No open fire barbeque pits and warmers are allowed within the NDC.
11. The NDC Atrium is a public space and hence all doors leading to UAS Student Admissions, F&B and #01-02 should not be blocked during set-up, tear-down and throughout the event.
12. Organisers are not allowed to move any existing furniture pieces and signage, unless supervised by the MA.
13. Organisers are advised to set-up their own registration counter/branding at the hired venue, and NOT to use NDC's Security Guard counter for such purposes.
14. Prior approval is required for signage to be displayed within or on the facade of the NDC.

Loading and Unloading

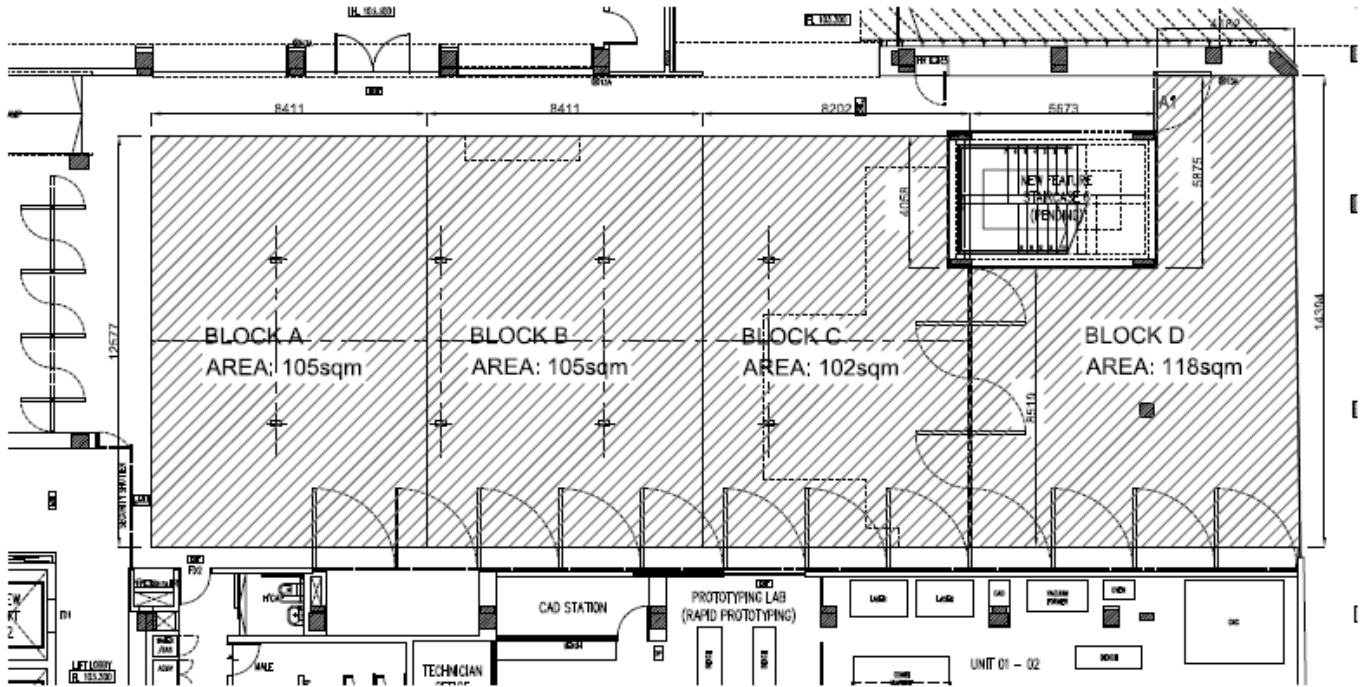
15. There is no parking space available at NDC. Organisers will only be granted access to the loading bay upon submitting the Permit to Work (PTW) form to the MA. The loading bay is accessible via Queen Street.

Storage & Disposal

16. There is NO storage space available at NDC. All exhibits must be removed from the venue by the following day. Extra fees will be charged for any exhibit left behind after the complimentary dismantling period.
17. It is the organiser's responsibility to **dispose all bulky items off-site promptly** before and after the event. Any cost resulting from this disposal shall be borne by organiser.

Name of Venue Hirer & Signature

Annex 1 – Level 1 Layout Plan



Annex 2 – Level 2 Layout Plan

