

## TRAINING ROOM BOOKING FORM

Reference No: SGPC / TRB /

Date: \_\_\_\_\_

### REQUESTING ORGANISATION INFORMATION

Name of Organisation

Billing Address

Contact Person

Contact Email

Contact No

### EVENT INFORMATION

Event Name

Start &amp; End Date

TO

Start &amp; End Time

TO

Event Purpose

Room Layout

Number of Participants

	4 HOUR BLOCK		FULL DAY	EXTENSION HOUR	
Facilities	0900 - 1300	1400 - 1800	0900 - 1800	0800 - 0900	1800 - 1900
Innovation Room					
Inspiration Room					
Both Rooms					

- 1-hour extension can be added before or after each booking slot, within the operating hours of SGPC and subject to availability.
- Should there be another booking after your event, no extension will be granted
- Refer to Schedule of Rates for extension hour charges.

### ADDITIONAL INFORMATION / COMMENTS

## TERMS AND CONDITIONS FOR USE OF FACILITIES

### 1. APPLICATION

- a. The applicant is required to complete the "Training Room Booking" form and submit it to Singapore Productivity Centre (SGPC) to confirm the booking.
- b. The applicant shall be required to make payment for the booking base on the prevailing Schedule of Rates (plus applicable GST) as may be updated by SGPC from time to time. Payment can be made via the following modes:

#### **Bank Transfer**

Beneficiary Name: Singapore Productivity Centre Pte Ltd  
 Beneficiary Bank: DBS Bank Ltd  
 Beneficiary Account: 027-905610-0  
 Swift Code: DBSSSGSG

#### **PAYNOW**

PAYNOW ID: 201323340NDBS



- c. All bank charges are to be borne by Remitter.
- d. Full payment must be made within 14 days from the date of booking and screenshot of payment transaction is to send to finance@sgpc.sg. Otherwise, the booking will be released, and the applicant would need to resubmit their booking which is subject to availability.

### 2. CANCELLATION

- a. Any cancellation must be notified in writing via email and notice period excludes the day of email notification. Any postponement of event date to a later date is also regarded as cancellation.

Cancellation Fees	Notice Period
100% of Total Cost	Less than 15 days before event
50% of Total Cost	More than 15 days before event

- b. Irrespective of any other provision in this document, SGPC reserves the rights to cancel any booking at any time without giving any reasons whatsoever and any refund to be made shall be at the sole discretion of SGPC. Alternatively, the applicant may in SGPS's sole discretion be offered the option to change the date of the event, subject to availability.

### 3. USE OF FACILITIES

- a. The premises shall be used only for purpose as spelt out in the booking form, provided that relevant approvals (if any) from the relevant authorities have been obtained by the applicant. It shall be the duty of the applicant to ensure that all uses of the facilities have been duly licensed/approved, censored or passed, as the case may be, by the relevant authority.
- b. The applicant shall ensure that there is no unlawful use of the facilities, nuisance, damage, disturbance, annoyance, inconvenience or which may give cause for reasonable complaint to occur. The facilities shall not be use for the following and other related activities: Political Activities, Religious Activities, Others that encourage disharmony and discord among racial groups or considered as prejudicial to the public image of SGPC. SGPC reserves the right to refuse entry to or to immediately eject from the facilities or building any person whose presence is in the opinion of SGPC undesirable and/or whose conduct is objectionable, disorderly or disruptive or in violation of any laws. In addition to any other clause in this document, the applicant shall be held fully responsible for the conduct and behaviour of all its participants and the applicant shall indemnify SGPC for any and all losses (including consequential, indirect, special and incidental losses) damages, costs and claims suffered by SGPC arising from or in connection with the conduct and behaviour of its participants.

c. The applicant undertakes to conduct its activities as follows:

- i. To comply with all applicable laws and regulations, obtain all necessary permits, licenses, grants and approvals, give all notices, undertakings and guarantees, pay all fees, charges taxes (including all GST payable in connection with this set of conditions for use) and duties, and bear all costs whatsoever in connection with the applicant's use of the facilities;
  - ii. To strictly observe and ensure that the number of participants for the event is restricted to that as undertaken in the application form, and that all persons, including but not limited to the applicant's participants, agents, clients, contractors, attendees and guests etc.;
  - iii. To observe that facilities and building premises is a smoke-free building and all participants are to strictly adhere to this;
  - iv. To undertake that its participants shall be duly informed that they are only allowed to park at the basement car park if they intend to drive to the building. As there are limited parking lots, applicant should encourage participants to make use of public transport;
  - v. To ensure that no advertising of sales of any kind whatsoever shall be made or conducted and no notice, banner or directional signs etc may be placed within the facilities and or any part of the building unless prior written approval has been granted by SGPC;
  - vi. No animals or pets shall be admitted to the building;
  - vii. To keep the facilities clean, tidy, cleared of rubbish and to leave the same in a clean and tidy condition, free of applicant's items, belongings, furniture and equipment etc. at the end of the event. All food and beverages will have to be removed before the end of your booking timeslot. Otherwise an SGD 200 fee will be imposed on the user who booked the facility for non-compliance;
  - viii. All corridors, aisles and means of exit shall be kept clear of obstruction and not to cause the same to become dirty or untidy nor to leave any rubbish on them. In addition to (vii) above, SGPC reserves the right to charge the applicant SGD 500 as an additional disposal fee if required in SGPC's sole discretion to dispose of any of the applicants' items found obstructing any corridor or other area;
  - ix. Not to collect, attempt to collect or make announcement with a view to collecting donations and offerings in the building, whether for charity or otherwise, without the prior written approval of SGPC;
  - x. Where permitted, the applicant shall ensure that confectionery, non-alcoholic drinks, food and other similar items are restricted only to the designated reception area and there shall be strictly no eating and drinking in the facilities.
  - xi. Use of naked flame or smoke generating device of any kind are not allowed in the building;
  - xii. The applicant shall ensure that no promotional activities are undertaken that will in any way suggest that SGPC is affiliated or in support or in collaboration with the applicant or its activities. If, in SGPC's opinion, such promotional material exist, the applicant shall immediately take all necessary steps to withdraw and discontinue all such promotional activities and shall further issue any such clarification (at its own costs) if required by SGPC.
- d. Alterations to the facilities, equipment or any part thereof, the bringing of heavy or bulky items or the affixing of decorations, signs, notices, placards and posters etc. shall require the prior written permission of SGPC. The applicant shall be responsible to ensure that all rented items from SGPC are restored to the same good order and condition.
- e. Any breach of this clause shall entitle SGPC to remove the items in question or have them removed through a third party. The applicant shall be liable for payment of all costs of such removal and for the repair of any damage which may have been caused.
- f. SGPC shall not be held responsible for any damage or loss howsoever caused to the said items, and in addition, SGPC reserves the right to charge storage expenses for any such items which have not been so removed and collected at the end of the event. The applicant shall have no claim whatsoever against SGPC in respect of the manner and conduct of the removal, storage, sale and/or disposal of such items.

#### 4. COVENANTS

- a. In the event any statutory clearance of licence is required for the event contemplated hereunder, the applicant shall be fully responsible to obtain the necessary clearance at its own costs.

- b. The applicant hereby undertakes that no music, literary or artistic work or other property protected by copyright and/or related rights will be performed, reproduced or used, nor will the name of any entity protected by trade mark be reproduced or used during the event unless the applicant has obtained written permission from copyright owner(s) or trade mark holder(s), and that it shall comply strictly with all intellectual property laws including copyright and trade mark law.
- c. **Indemnity**  
Without prejudice to any other rights of SGPC, the applicant shall fully indemnify and hold harmless SGPC, its contractors, agents, trustees, officers and employees and each of them from and against any and all losses (including consequential, indirect, special and incidental losses), actions, claims (including third party claims), demands, damages, expenses, compensation, costs (including legal costs on a solicitor and client basis), charges, liabilities, proceedings and other adverse consequences which they or any of them may suffer or incur arising out of or in connection with:
  - i. Any breach or non-compliance on the part of the applicant or any participant, employee, delegate, guest, invitee or speaker etc. and their contractors, sub-contractors or agents etc., of any of the terms and conditions contained hereunder or any relevant legislations and regulations or any infringement of any third party's copyright or other intellectual property rights or proprietary rights;
  - ii. Any death or injury to person or loss or damage to property occasioned to any party at the facilities or anywhere else in the building or otherwise or where such death, injury, loss or damage is attributable to any act or omission or negligence of the applicant, agents or contractors etc.

## **5. EXCLUSION OF LIABILITY**

SGPC shall not be liable to the applicant or to any other person attending or participating in the programme organized by the applicant and held on SGPC's premises for loss of life or injury to person or loss or damage to property or goods whether occasioned at the facilities or otherwise, except insofar that such loss of life or injury to person is solely and directly caused by the wilful default of SGPC or its employees or loss or damage to property is solely and directly caused by the wilful default of SGPC or its employees.

Save as aforesaid, SGPC and its officers, servants, employees or agents shall not be liable to the applicant for its inability to fulfil any of its obligations hereunder, including but not limited to any delay in supplying, any failure to furnish, or for any limitation, curtailment, rationing, restriction or interruption of service of any electricity, telephone, cold air serving the facilities or campus or the interruption of use of any equipment in connection with the supplying of any of the aforesaid service caused by any intervening event that is not within its reasonable control including but not limited to fire, accident, riot, strike, labour dispute, acts or war, acts of terrorism, act of God, the execution of any repairs or improvements, or causes beyond the reasonable control of SGPC. In no event shall SGPC be liable for any indirect or consequential damages such as but not limited to loss of business or profits, even if SGPC has been advised of the possibility of such damage, loss or claim.

## **6. DAMAGES**

The applicant shall be fully liable for any damage to the facilities, building premises, apparatus, fittings and audio-visual equipment etc, of the premises and/or any items or fixtures within the premises. SGPC shall have the right to demand for compensation fees of \$500 if required and any additional compensation for the cost of cleaning, repairs, replacement and/or losses or expenses incurred by SGPC as a result of such damage. The decision of SGPC on such compensation shall be final and binding on the applicant, and the applicant agrees to pay such compensation upon demand by SGPC.

## **7. TERMINATION**

- a. In the event of contravention of any of these Terms and Conditions, SGPC shall have the right to ask the applicant and its participants to vacate the building immediately, and charges paid for any unused period shall be deemed to be forfeited. In such an event, it is the applicant's responsibility to ensure that its participants leave the building in an orderly and prompt manner.
- b. If at any time and for any reason, whether within or beyond the control of either SGPC or the applicant, any of the following events occur, then at any time whether or not any such event is occurring, SGPC may by written notice to the applicant revoke the approval forthwith:

