

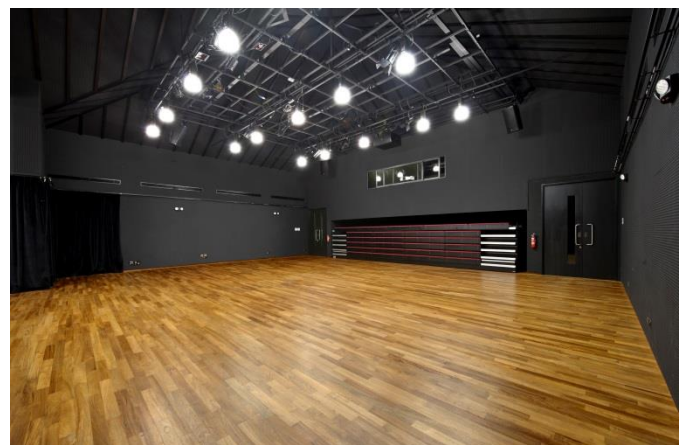
MHC AUDITORIUM RENTAL APPLICATION FORM

VENUE RENTAL RATES				
Type of Event		No. of Hours	Rental Rate (S\$)	Rehearsal/Setup/ Bump-Out Rate (S\$)
Seminars / Workshops		4 hours	400	NA
		8 hours	750	NA
		Additional hour	130	NA
Performance	General Rates	4 hourly	805	600
		Peak surcharge	200	200
		Additional hour	230	200
	Concessionary Rates: Arts Hire <i>(General)</i>	4 hourly	535	280
		Peak surcharge	200	75
		Additional hour	150	100
		Dark Day Rate	NA	535
	Concessionary Rates: Arts Hire NPO <i>(Non-profit arts group/companies – incorporated in Singapore)</i>	4 hourly	340	200
		Peak surcharge	200	75
		Additional hour	100	75
		Dark Day Rate	NA	340
	ADDITIONAL CHARGES			
			Mon to Sat (9:30am to 6:30pm)	Sun & PH (9:30am to 6:30pm)
Sound / Lighting Technician (if any)		Per hour	45	80
		4 hourly	160	300
		Full day (9:30am to 6:30pm)	300	580
		After-hours hourly (after 6:30pm)	70	70

Included in the package:

- Dressing Rooms (*male and female changing rooms*)
- Basic AV Setup (*sound and staging equipment as set out in the Equipment Checklist on page 3*)
- All rates subject to prevailing taxes/GST

These rates are effective as of 4 March 2016. MHC reserves the right to amend the above rental rates without prior notice.



COMPANY DETAILS		
Name / Company Name:		
Arts Group / Arts NPO / Private or Commercial* (<i>Circle where appropriate</i>)		
Address:		
Contact Person: (<i>Name & Designation</i>)	Email:	
	Tel:	Fax:

EVENT DESCRIPTION	
Type of Event:	Title of Event:
Expected no. of Participants / Visitors:	No of Crew:
Brief Description of Event:	

EVENT SCHEDULE	Date/Time Start	Date/Time End	Remarks
Setup & Rehearsal			
Performance/ Events			
Bump-Out			
Dark Day			
Sound / Lighting Technician (if any)			

EQUIPMENT CHECKLIST			
IN THE AUDITORIUM		OUTSIDE AUDITORIUM	
Type of Equipment	Qty	Type of Equipment	Qty
4 Wireless Handheld Microphones		4 Signage Standees (A3 Landscape)	
2 Microphone Stands		4 Foldable Chairs	
1 Table Microphone Stand		2 Rectangular Tables	
Basic Sound System			
Projector			
Projector Screen			
Retractable Seats (seating capacity w/ projector screen: 80)			
Retractable Seats (seating capacity w/o projector screen: 140)			
60 Foldable Chairs			
12 Rectangular Tables			

VENDORS			
For security clearance, the following details are required:			
Caterer Company (if any):		Vehicle Plate No.:	
Contact Person:	Tel:	Time of Arrival:	
Additional Vendors (if any):		Vehicle Plate No.:	
Contact Person:	Tel:	Time of Arrival:	

DECLARATION	
<p>I, the undersigned, verify that the above information is accurate. I understand that this application form is subject to the approval of the National Heritage Board (as represented by the Malay Heritage Centre). I hereby/ On behalf of my company I hereby declare that I have read, understood and agreed to the terms and conditions as stipulated herein (in the following pages four (4) to eight (8)) should the application be approved.</p>	
Name & Designation: Date:	Signature & Company Stamp:

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. "Booking Contract" shall refer to the relevant MHC Auditorium Rental Application Form (should MHC approve the same) together with the MHC Auditorium Rental Booking Contract (as offered by MHC pursuant to approval of the MHC Auditorium Rental Application Form) and these terms and conditions.
- b. "Balance" shall mean the balance sum of the total rental fee less the Deposit for the Venue for the Event, as stated in the MHC Auditorium Rental Booking Contract.
- c. "Charges" shall mean all charges payable by the Company for the Event and shall include the price, room rental, Services, and any other charges as may be imposed by MHC.
- d. "Company" shall mean the person or organisation applying for rental of the Venue as stated in the relevant MHC Auditorium Rental Application Form, and shall include any employee, agent or contractor of that person or organisation.
- 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 MHC Auditorium Rental Booking Contract.
- f. "Event" shall mean the event for which the Company is renting the Venue, as stated in the relevant MHC Auditorium Rental Application Form.
- g. "MHC" shall mean the Malay Heritage Centre of 85 Sultan Gate Singapore 198501, 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 MHC Auditorium 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/MHC 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/MHC 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/MHC via the MHC Auditorium Rental Application Form, at least six (6) weeks prior to the date of the Event. NHB/MHC may in its absolute discretion grant or refuse any application without assigning any reason whatsoever.

Unless otherwise agreed in writing, the Company 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 MHC Auditorium 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/MHC or otherwise) and any additional charges incurred by the Company during the Event, shall be paid in full without any deduction, in a form acceptable to NHB/MHC before 5.00 p.m. on the last day of the Event or within such other period as NHB/MHC may in its sole discretion allow.

4. CANCELLATION

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

- (a) NHB/MHC shall not be liable to make any refund of the Deposit (or any part thereof); and
- (b) NHB/MHC shall provide a refund of the Balance (if the Company has made payment of the same) less the following amount(s) / the Company shall pay the following amounts (if the Company 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

- (iv) calendar days prior to date of Event
 No show on date of Event : Full Balance

5. CANCELLATION OF EXTERNAL SERVICES

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

6. COPYRIGHT, LICENCES AND OTHER FEES

The Company 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 Company 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/MHC 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 Company agrees and undertakes as follows:

- a. The Company 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 Company shall not bring or permit any animals or birds to be brought into the Venue or any part of MHC's premises.
- c. The Company shall not use or permit any inflammable, explosive or offensive materials to be brought into or used within the Venue or any part of MHC's premises.
- d. The Company 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 MHC's premises.
- e. The Company shall ensure that its employees, agents, servants, and sub-contractors shall not consume or bring any non-Halal food within the Venue or any part of MHC's premises, and any caterer(s) engaged shall be Halal-certified and cater only Halal-certified food at the Venue or any part of MHC's premises (as NHB/MHC may permit).
- f. The Company 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 MHC's premises.
- g. The Company shall not use or permit the use of open fires and naked flames within the Venue or any part of MHC's premises. This includes the use of LPG gas cylinders, refillable tabletop gas cylinder and charcoal.
- h. The Company 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 MHC's premises.
- i. The Company shall not hack any holes or drive any nail or screw or anything whatsoever into the walls or bore any holes into the ceiling of the Venue or make any structural alterations to the Venue.
- j. The Company 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/MHC.
- k. The Company shall not, without the prior written approval of NHB/MHC (which may be withheld for any reason), sell or distribute any of the Company's merchandise within the Venue, and upon such approval being granted, such sale and distribution shall be carried out in accordance with NHB/MHC's requirements (which may include a requirement to pay to NHB/MHC 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 Company shall yield up the Venue in clean and original condition to the full satisfaction of NHB/MHC, failing which NHB/MHC 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 Company.

9. EQUIPMENT OR ITEMS LEFT BEHIND

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

10. RENTAL OF EVENT SPACE OUTSIDE OF BOOKING TIME

The Company shall adhere strictly to the timing for the Event, as allocated by NHB/MHC and specified in the MHC Auditorium Rental Booking Contract (the "Specified Timings"). MHC has full discretion to re-allocate the Venue for any other event or company for all timings which fall outside of the Specified Timings. If the Company 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 Company's prior agreement to pay the hourly charges for the same. NHB/MHC further reserves the right to grant or refuse any such request without assigning any reason whatsoever.

11. DAMAGE TO VENUE

The Company 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 MHC's premises (including the furniture, fittings, equipment and /or any other property therein).

The Company shall immediately report to NHB/MHC 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/MHC may consider necessary. If such damage or loss (or any other damage or loss to the Venue discovered by NHB/MHC 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 Company, its sub-contractors or invitees, the full cost of any necessary repairs, replacement and restoration work shall be borne solely by the Company.

12. SUPERVISION OF EVENT / GOOD ORDER

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

- a. The efficient supervision of the conduct of any of the Company'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/MHC 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/MHC 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/MHC also reserves the right to immediately to stop any activity or conduct which is, in NHB/MHC'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/MHC shall further have the right to immediately eject from the Venue or MHC's premises (or require the Company to eject from the Venue or MHC'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 MHC, the Company 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, MHC's premises, and the furniture, fittings or any MHC property therein;
- b. Use any helium filled balloons as decorations;
- c. Display any poster or other material which are, at NHB/MHC'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 MHC public spaces and the MHC publicity spaces, unless otherwise approved by NHB/MHC in writing.

The Company shall submit a layout plan and single-line drawing by a licensed contractor or professional engineer to NHB/MHC at least three (3) weeks prior to the date of the Event and shall seek the prior written approval of MHC'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 Company shall further abide by all NHB/MHC procedures relating to the installation and electrical supply of the aforesaid equipment.

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

The Company acknowledges that it shall be solely responsible for all property, goods, articles or things (whether belonging to the Company, agents, any contractors or the Company's invitees) placed, deposited, brought into or left within the Venue and/or MHC's premises and shall remain solely responsible for the safe-keeping and custody of the same. NHB/MHC 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 Company shall be responsible for obtaining all necessary insurance coverage for its staging of the Event at the Venue, and indemnify NHB/MHC in full for all losses and damages, claim, expenses or costs suffered or incurred by NHB/MHC (including all accidental and consequential damages) caused by any act or omission (whether negligent or otherwise) of the Company, his contractors, agents or any person attending the Event, including any act/omission that:

- a. Causes loss and/or damage to the Venue, to part thereof or any part of MHC's premises (including loss and damage caused to any furniture, fittings, equipment and/or any other property therein);
- b. Causes loss and/or damage, death or injury to any NHB/MHC employee or staff or to any other persons within the Venue or MHC's premises; and/or
- c. Result in any successful claim against NHB/MHC 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 MHC premises by any person.

NHB/MHC shall not be liable for the death or any injury to the Company'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/MHC 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/MHC reserves the right:

- a. To assign the Company a suitable alternative venue for the Event; or
- b. 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/MHC further reserves the right to offer the Company 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/MHC.

As far as reasonably practicable, NHB/MHC will notify the Company of the aforesaid changes, in writing, at least thirty (30) calendar days prior to the Event. However, NHB/MHC shall not be liable to the Company for any losses and damages (including all consequential damages) suffered by the Company, its contractors, or agents 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/MHC 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/MHC, 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/MHC 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/MHC 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/MHC or the Company may terminate the Booking Contract forthwith by giving written notice to the other party and NHB/MHC shall refund the Balance (if this has been paid by the Company). NHB/MHC shall not be liable for any losses or damage suffered by the Company (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/MHC 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 Company 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/MHC'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/MHC and the Company 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.SPECIAL NOTES

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

- a. Please be advised that smoking is prohibited by law in all areas licensed to serve food. The Company'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 MHC's premise's loading / unloading bay. Setting up or delivery is strictly prohibited after 10.00p.m. on any day.
- c. Please note that MHC's security personnel will report any illegal or unauthorised parking to the traffic police for their necessary action.