

Malay Heritage Centre (Venue) Application Form

TYPE OF APPLICATION			
Type	<input type="checkbox"/> Individual <input type="checkbox"/> Company <input type="checkbox"/> Other Organisation/Collective		
Types of Event	<input type="checkbox"/> Dance <input type="checkbox"/> Music <input type="checkbox"/> Theatre <input type="checkbox"/> Workshop <input type="checkbox"/> Seminar: <input type="checkbox"/> Others (please specify):		
Proposed Venue			
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		Nationality:	
		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:	

EVENT DETAILS (Please attached your proposal paper separately)	
Brief Description / Synopsis / Objectives:	
Technical Specifications:	
Production Schedule / Itinerary:	
Event Start Date & Time:	Event End Date & Time:
Seating Capacity (if applicable):	No. of Performances / Sessions:
Ticketing Details: <input type="checkbox"/> Ticketed <input type="checkbox"/> Non-ticketed	Ticket Prices:
Sponsorships / Grants:	Estimated Project Costs:

DETAILS OF KEY PRODUCTION PERSONNEL			
S/N	NAME	DESIGNATION	CONTACT NO.

EQUIPMENT CHECKLIST

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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			

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 Malay 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, company or other organisation applying for use of the Venue;
- b. "Event" shall mean the event to be organised by the Applicant for which the Applicant wishes to use the Venue.
- c. "MHC" shall mean the Malay Heritage Centre of 85 Sultan Gate Singapore 198501, an institution of the National Heritage Board.
- d. "NHB" shall mean the National Heritage Board, a statutory board established under the National Heritage Board Act (Cap. 196A).
- e. "Venue" shall refer to the venue(s) at MHC identified in the MHC (Venue) Application Form, and any equipment/facilities provided therein.

2. VENUE BOOKING

All applications for use of the Venue shall be submitted to NHB/MHC via the MHC (Venue) 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.

If the application is approved, NHB/MHC will send to the Applicant the relevant contract (either booking contract or venue sponsorship agreement, as the case may be) for the Applicant's acknowledgment. To avoid doubt, the Venue booking is not confirmed until the Applicant has signed and returned to NHB the relevant contract.

3. 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 MHC'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 MHC'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 MHC's premises.
- e. The Applicant 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 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 MHC's premises.
- g. The Applicant 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 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 MHC's premises.
- i. The Applicant 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 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/MHC.
- k. The Applicant shall not, without the prior written approval of NHB/MHC (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/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).

4. DISPLAYS, DECORATIONS AND PROMOTIONS

Except with the expressed written consent from NHB/MHC, 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, 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; and/or
- 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 Applicant 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 Applicant shall further abide by all NHB/MHC procedures relating to the installation and electrical supply of the aforesaid equipment.

5. SPECIAL NOTES

The Applicant shall also take note of the following restrictions:

- a. Please be advised that smoking is prohibited by law in all areas licensed to serve food. 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 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.

APPENDIX 1: MHC Auditorium Rental Rates

AUDITORIUM RENTAL RATES				
Type of Event		No. of Hours	Rental Rate (\$)	Rehearsal/Setup/ Bump-Out Rate (\$)
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 (General)	4 hourly	535	280
		Peak surcharge	200	75
		Additional hour	150	100
		Dark Day Rate	NA	535
	Concessionary Rates: Arts Hire NPO (Non-profit arts group/companies – incorporated in Singapore)	4 hourly	340	200
		Peak surcharge	200	75
		Additional hour	100	75
		Dark Day Rate	NA	340
	ADDITIONAL CHARGES			
		Mon to Fri (9am to 6pm)	Sat, Sun & PH (9am to 6pm)	
AV Specialist (if any)		4-hour block	300	440
		8-hour block	650	880
		After-hours hourly	100	180

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 5*)
- All rates subject to prevailing taxes/GST

These rates are effective as of 6 February 2018. MHC reserves the right to amend the above rental rates without prior notice

