

**TRAINING ROOM BOOKING FORM**

Please send completed form to [info@bookcouncil.sg](mailto:info@bookcouncil.sg).

**PART A: APPLICANT DETAILS**

Name of Applicant (the "Applicant"):	Office Number:	Mobile Number:
Designation:	Email Address:	
Name of Organisation:	Billing Address:	

**PART B: EVENT DETAILS**

Title of Event	
Description of Event (less than 100 words)	
Number of Participants	
Admission	<input type="checkbox"/> Ticketed <input type="checkbox"/> Free
	If ticketed, what are the ticket prices? _____
	Ticketing url (if applicable): _____
Seating Arrangement Required	( ) Theatre ( ) Classroom ( ) U-shaped ( ) Boardroom ( ) No furniture ( ) Kids  <b>All arrangements can accommodate up to 30 pax, except for Theatre-style (up to 60 pax) and Kids-style (16 pax). More chairs can be added upon request. Please refer to Annex B for the seating arrangements and available equipment.</b>  <b>**Please note that there are no lifts at our office building. Please let us know if there are any issues.</b>

**PART C: BOOKING FEE (the “Booking Fee”)**

Day/Hours	Hourly* (\$60/hr. For minimum of 2 hours)	Block-Booking* (\$200/4 hrs. For minimum of 4 hours)
Weekday 9am – 10pm only	Date & Timing of booking: _____  Total no. of hours: _____	Date & Timing of booking: _____  Total no. of hours: _____
Weekend 9am – 6pm only	Date & Timing of booking: _____  Total no. of hours: _____	Date & Timing of booking: _____  Total no. of hours: _____
*Please note that the time for set-up and teardown should be included in the total number of hours booked.		
Number of hours: _____ X Cost per hour: _____ = Total booking fee: _____		

**PART D: PAYMENT DETAILS**

Payment Mode: ( ) Cash ( ) Cheque ( ) Bank Transfer	
<u>Via cheque (in SGD)</u> <ul style="list-style-type: none"> <li>Please write cheque out to the <b>Singapore Book Council Limited</b> and post to the following address:  Singapore Book Council, 90 Goodman Road, Blk E, #03-32, Goodman Arts Centre, Singapore 439053</li> </ul>	<u>Via bank transfer/Internet banking</u> <ul style="list-style-type: none"> <li>Name of Organisation: <b>Singapore Book Council Limited</b>  Name of Bank: <b>DBS BANK LTD</b>  Bank Account Number: <b>054-906251-0</b>  Account: <b>CURRENT ACCOUNT</b></li> </ul>
<b>Security Deposit:</b> Please note that the required Security Deposit of <b>\$100</b> must be paid by a separate cheque sent to Singapore Book Council before the booking date.	



**Would You Like To Hear From Us?**

- Yes! I would like to receive updates via **email** from Singapore Book Council about its activities and programmes. Your information will be protected in accordance with the laws under the Personal Data Protection Act.

I confirm that the information provided above is correct. I confirm that I have read the **Terms and Conditions (in Annex A)** and agree to abide by them.

\_\_\_\_\_  
Name of Applicant

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

FOR OFFICIAL USE ONLY					
Invoice Number:	_____	Invoice Date:	_____	Invoice Amount:	_____
Payment Received	( ) Yes	( ) No		Receipt Number:	_____
Security Deposit Received	( ) Yes	( ) No		Cheque Number:	_____
This booking is	( ) Approved	( ) Not Approved			
_____		_____		_____	
Name of Approver		Signature of Approver		Date of Approval	

## **Annex A**

### **TERMS AND CONDITIONS**

#### **1. BOOKINGS, SET-UP & USE**

- 1.1 The Training Room (the "Room") may be booked for the following events or events of similar nature: workshops, seminars, conferences, storytelling performances, writing or reading club activities, film/video screening, birthday parties and book and product launches.
- 1.2 Singapore Book Council Limited ("SBC") does not accept booking for the following events which have live music or are of similar nature, including dancing, concert and band performance.
- 1.3 The Room may be booked for ad-hoc hours (for a minimum of 2 hours) as well as 4-hour or 8-hour blocks (for a minimum of 4 hours). Any additional hour used is chargeable at \$60 per hour.
- 1.4 Bookings can be made up to **3 months** before the date of the event.
- 1.5 Logistic requirements must be confirmed **5 business days** before the event (for example, seating arrangement, etc).
- 1.6 The Applicant shall be entirely responsible for the proper and safe setting up of all props and for the proper working of all their own electrical, mechanical and other appliances. SBC shall not be held liable for any loss or damage including but not limited to any accident or personal injury occurring to the public and/or any person engaged in connection with the work involved with the setting up of such props and the working of such appliances.
- 1.7 If the event is organised in partnership with third parties, these third parties must be disclosed in the Training Room Booking Form at the time of application.
- 1.8 The Applicant shall inform SBC if members of the media will be attending the event.
- 1.9 SBC will not provide any stationery, photocopying or printing services.
- 1.10 The Applicant may only use SBC's name and location for the purposes of indicating the location of the Event.



## 2. PAYMENT TERMS

2.1 Booking rates are as follows:

Day/Hours	Hourly	Block-Booking
Weekday (9am – 10pm)	\$60 per hour (minimum of 2 hours)	\$50 per hour (minimum of 4 hours)
Weekend (9am – 6pm)	\$60 per hour (minimum of 2 hours)	\$50 per hour (minimum of 4 hours)

2.2 A security deposit of **\$100** (the "Security Deposit") is required and must be submitted by cheque. This will be returned within 1 week of the event if there is no damage to the Room and its equipment.

2.3 Full payment of the Booking Fee and the Security Deposit must be made within **7 working days** upon receiving approval of the booking and invoice from SBC. Bookings will only be confirmed upon receipt of the Booking fee and the Security Deposit. SBC reserves the right to cancel any booking that has not been paid for in full by stipulated deadlines.

## 3. CANCELLATION AND REFUNDS

3.1 Either party may terminate this booking by written notice. Termination notices must be sent to [info@bookcouncil.sg](mailto:info@bookcouncil.sg).

3.2 The following charges will apply in the event cancellation by the Applicant. If the booking is cancelled:

1 month before event date	No charge
14 days before event date	50% of total charges
Less than 14 days before event date	100% of total charges

3.3 In the event that SBC cancels the booking, SBC will provide one month's notice and refund the Booking Fee and Security Deposit in full to the Applicant.



#### **4. APPLICANT'S LIABILITY**

- 4.1 The Applicant shall be liable for any damage resulting from the use of the Room and its equipment.
- 4.2 The Applicant shall be responsible for removing any catered food and external set-up at the end of the event from the Room, and any other spaces granted for use by SBC.
- 4.3 The Applicant shall be responsible for obtaining all necessary permits, licences, grants and permissions from the relevant parties and/or authorities for the activities to be held in the Room. SBC will not be liable for any breach or contravention of any law and/or any fines and/or punishment applicable to such breach or contravention.

#### **5. SBC NOT LIABLE**

##### 5.1 No claim by Applicant

Notwithstanding anything herein contained SBC shall not be liable to the Applicant, nor shall the Applicant have any claim against SBC (whether under tort or contract) in respect of or in connection with:

- a. except as expressly provided in this Agreement, any failure or inability of or delay by SBC in fulfilling any of its obligations under or in connection with this Agreement or any interruption by reason of necessary repair or maintenance of any installations or apparatus (whether within or outside of the Room) or damage thereto or destruction thereof or by reason of mechanical, electrical, electronic, microprocessor, software or other defect, malfunction, failure of breakdown or problem; or
- b. any matter under or in connection with this Agreement caused by or resulting from any circumstances beyond SBC's control (including but not limited to fire, flood, act of God, force majeure, escape of water, riot, civil commotion, curfew, emergency, labour disputes, lack of transportation, disruption of traffic or shortage of manpower, fuel, materials, electricity or water); or
- c. except as expressly provided in this Agreement, any act, omission, default, misconduct or negligence of any porter, attendant or other servant or employee, independent contractor or agent of SBC in or about the performance or purported performance of any duty relating to the Room booking; or
- d. any act, omission, default, misconduct or negligence of any contractor nominated or approved by SBC, and any such contractor appointed by the Applicant shall not be deemed to be an agent or employee of SBC; or
- e. any damage, injury or loss arising out of the leakage or defect of any piping, wiring, sprinkler system or other apparatus of SBC in any part of 90 Goodman Road, Singapore 439053 (the "Development") and/or the structure of any part of the Development; or
- f. any damage, injury or loss caused by other tenants or persons in the Development; or



- g. any damage, injury or loss arising from or in connection with the use of the carparks in the Development; or
- h. any costs, fees or expenses incurred by the Applicant not provided for under this Agreement.

The exclusion of liability in Clauses 5.1(a), 5.1(e), 5.1(f) and 5.1(g) shall apply for a case of negligence as well as to any other cause(s) howsoever arising other than a case of gross negligence or wilful misconduct on the part of SBC.

## 5.2 Accidents

SBC shall **not** be responsible to the Applicant or the Applicant's employees, independent contractors, agent, invitees, licensees nor to any other persons for any:

- a. accident, happening or injury suffered in the premises (90 Goodman Road, Blk E #03-32, Goodman Arts Centre, Singapore 439053, "the Premises"), howsoever occurring; or
- b. damage to or loss of any goods or property sustained in the Premises or the Development (whether or not due to the negligence or misconduct of any security guards or failure of any security system for which SBC is in any way responsible), howsoever occurring; or
- c. act, omission default, misconduct or negligence of any employee of SBC or any person acting under such employee in respect of the Premises or the Development, howsoever occurring other than a case of gross negligence or wilful misconduct on the part of the employee of SBC or any person acting under such employee; or
- d. death, injury, loss or damage sustained at or originating from the Premises or the Development, directly or indirectly caused by, resulting from or in connection with any terrorist act (as defined in regulation 4(1) of the United Nations (Anti-Terrorism Measures) Regulations made under the United Nations Act (Chapter 339 of Singapore)) regardless or any other cause or event contributing concurrently or in any other sequence to such death, injury, loss or damage (including, but not limited to, any action taken in controlling, preventing, suppressing or in any way relating to any terrorist act).

## 6. LOSS AND DAMAGE TO PROPERTIES

- 6.1 The storage of properties at the Room will be at the risk of the Applicant, and SBC will not be held responsible for any damage or loss by any cause whatsoever.
- 6.2 All properties must be removed on or before the expiry date and time of the venue hire unless an extension of the venue hire period is agreed to between the Applicant and SBC, and payment for the extended period made immediately. Failing which, SBC reserves the right to dispose of or to destroy such properties as it may deem fit. No claim whatsoever shall be made against SBC on account of such disposal or destruction.

6.3 If any equipment or property at the Room is broken, damaged or lost, or should any damage be done to the Room while used by the Applicant, the Applicant shall pay a sufficient sum to make good such damage or loss. No equipment or property shall be altered or modified without the prior written approval of SBC. If such approval is given, SBC may require a security deposit to be given by the Applicant to cover the cost of the repair or replacement should the equipment or property be damaged.

6.4 SBC shall not be held responsible for any loss of or damage to any properties of the Applicant.

## **7. INDEMNITY**

The Applicant and SBC shall undertake to indemnify and keep each other indemnified for and against all claims, liabilities, damages, losses, costs, expenses, proceedings, suits or other consequences (including those asserted by third parties) arising directly or indirectly from their acts, errors or omissions, and the acts, errors or omissions of its servants, agents or employees.

## **8. ENTIRE AGREEMENT**

This agreement constitutes the entire agreement between the parties and supersedes and extinguishes all previous drafts, agreements, arrangements and understandings between them, whether written or oral, relating to this subject matter.

## **9. AMENDMENTS**

SBC reserves the right to amend these Terms and Conditions without prior notice to the Applicant.

## **10. DISPUTE RESOLUTION**

Any dispute arising from the interpretation or implementation of this Agreement shall be resolved amicably and expeditiously by consultation or negotiation between the Parties.

## **11. JURISDICTION**

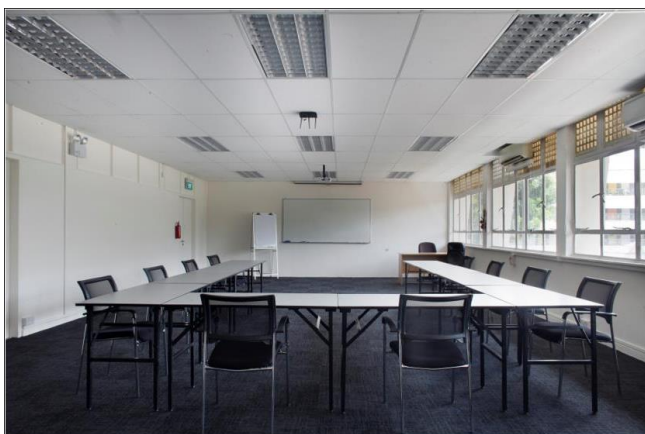
This Agreement shall be governed by and construed in accordance with the laws of Singapore and the Parties shall submit to the exclusive jurisdiction of the Singapore Courts.



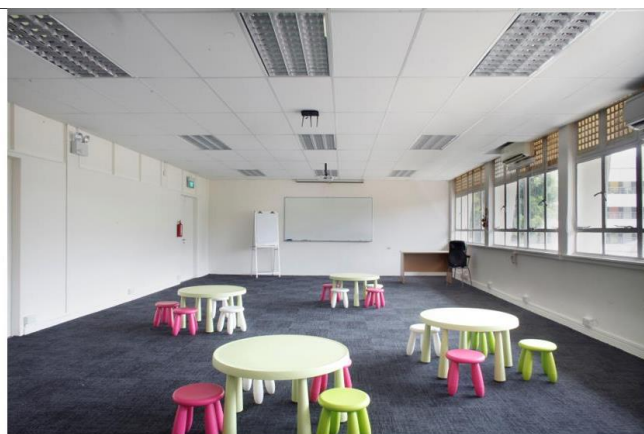
## Annex B

### SEATING ARRANGEMENTS

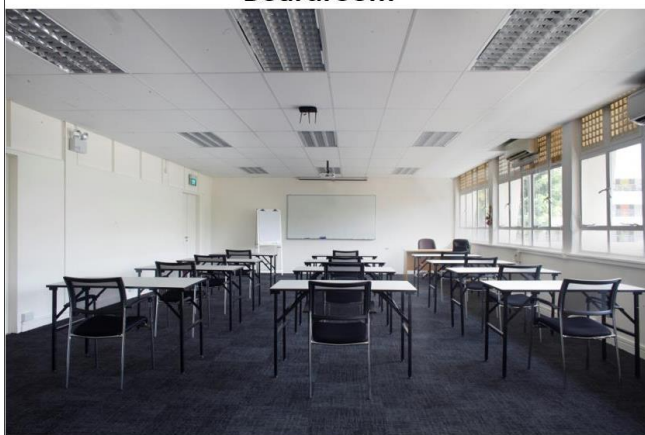
- Theatre: 50 chairs (up to 60 pax)
- Classroom: 2 chairs to 1 table (up to 30 pax)
- U-shape: 15 tables will be joined and arranged in a U-shape with chairs (up to 30 pax)
- Boardroom: 15 tables will be joined to form a block with chairs outside (up to 30 pax)
- Kids: 4 kid tables and 16 stools



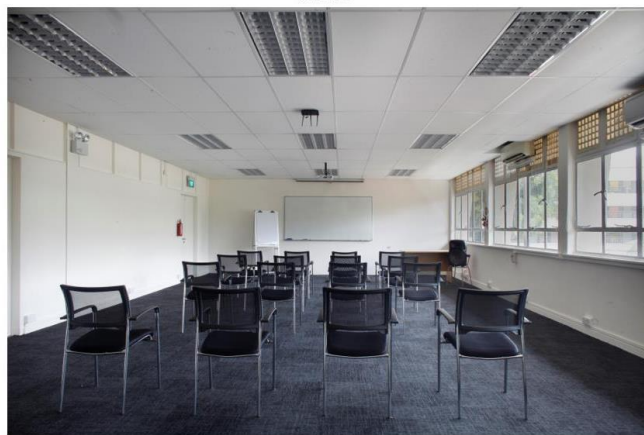
**Boardroom**



**Kids**



**Classroom**



**Theatre**

### EQUIPMENT AND RESOURCES AVAILABLE

The following items will be included with booking of the Room:

- 1 LCD projector and projector screen
- 1 whiteboard with whiteboard marker pens
- 1 flipchart stand and 1 ream flipchart paper with marker pens
- Customised seating arrangement
- Wireless internet access
- 1 registration table
- Signage on the first floor and outside the training room
- 1 Loud speaker
- 2 hand-held microphones, 1 lapel microphone and 1 headset microphone