

SBC TRAINING ROOM
VENUE RENTAL TERMS AND CONDITIONS

1. BOOKINGS, SET-UP & USE

- 1.1 Bookings are subject to availability and on a first-come-first served basis.
- 1.2 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.
- 1.3 The Room may be booked for 4-hour or 8-hour blocks (for a minimum of 4 hours). Any additional hour used is chargeable.
- 1.4 Logistic requirements must be confirmed at least **5 business days** before the event (for example, seating arrangement, etc).
- 1.5 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.
- 1.6 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.
- 1.7 The Applicant shall inform SBC if members of the media will be attending the event.
- 1.8 SBC will not provide any stationery, photocopying or printing services.
- 1.9 Details of the Applicant’s caterer must be submitted to SBC for their reference. The Applicant will liaise with their caterer separately but must inform SBC of catering details, i.e. set-up and teardown timing, at least **1 week** prior to the event date.
- 1.10 The Applicant may only use SBC’s name and location for the purposes of indicating the location of the Event. Until payment for the invoice has been made, applicants are strongly encouraged not to advertise or commit the venue to your event.

2. CONTENTS OF THE EVENT

2.1 The Applicant will ensure that the Event will not in any way infringe the rights including intellectual property rights of any third party.

3. PAYMENT TERMS

3.1 Booking rates are as follows:

Day/Hours	4-Hour Block (Up to 8 hours)	Additional Hour
Weekday (9am – 10pm)	Commercial: \$300 Nonprofit: \$200	Commercial: \$80 Nonprofit \$60
Weekend (9am – 10pm)	Commercial: \$350 Nonprofit: \$250	Commercial: \$90 Nonprofit \$60

3.2 A security deposit of **\$100** (the "Security Deposit") is required and must be submitted by cheque at least **2 months** before the event date. This will be returned within **1 month** after the event if there is no damage to the Room and its equipment.

3.3 Full payment of the Booking Fee must be made within **1 month** upon receiving the invoice from SBC. Bookings will only be confirmed upon receipt of the Security Deposit and the Booking fee. SBC reserves the right to cancel any booking that has not been paid for in full by stipulated deadlines.

4. CANCELLATION AND REFUNDS

4.1 Either party may terminate this booking by written notice. Termination notices must be sent to info@bookcouncil.sg at least **3 months** prior to the event date.

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

3 months before event date	No charge
1 month before event date	50% of booking fee
Less than 1 month before event date	100% of booking fee

4.3 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.

5. APPLICANT'S LIABILITY

5.1 The Applicant shall be liable for any damage resulting from the use of the Room and its equipment.

5.2 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.

5.3 The Applicant shall be responsible for obtaining all necessary permits, public liability insurance, 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.

6. LOSS AND DAMAGE TO PROPERTIES

6.1 The Applicant shall treat the venue with care and responsibility, and will not carry out any activities that may cause damage (eg, stickers on wall/beams which may peel paints).

6.2 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.

6.3 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.

6.4 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, removed 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.

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

7. INDEMNITY

7.1 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.

7.2 Likewise, the event should not contravene the laws of the Republic of Singapore. The venue shall not be used for any purpose or in any manner which, in the opinion of SBC, may become a nuisance or may give cause for complaint from other occupants of the building or the public.

7.3 In this regard, the opinion of SBC shall be final, conclusive and binding on the Applicant. SBC shall have the right to terminate the whole or any part(s) of the event which it deems unacceptable and no claims for damages, losses, costs, expenses or otherwise whatsoever shall lie against SBC on the account of such termination.'

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.