

ASIA SQUARE EVENT SPACE BOOKING GUIDE AT THE CUBE





Thank you for your interest in booking our event space at Asia Square. Please take time to read through this guide to familiarize with the booking procedures.

7 STEPS TO BOOKING OF EVENT SPACE

- Step 1 – Submit the Event Space Booking Request Form to seek in-principal approval from Management
- Step 2 – Upon receiving in-principal approval, complete Application Form and make payment for event space charges.
- Step 3 – Seek all relevant authorities' approval for the event including the Non Renewable Temporary Occupation Licence (NRTOL) from URA for the use of space under URA, which may impose additional differential premium.
- Step 4 – Arrange for joint inspection of the site to take over from the Management
- Step 5 – Setting up the event space, carry out the event and reinstate the premises
- Step 6 – Arrange for joint inspection for handing over site to the Management
- Step 7 – Request for refund of deposit after the event

Attached within are the Booking Guideline and Event Space information:

Terms & Conditions
Useful Contact Numbers
Booking Charges
Location and images of Event Space
M&E Apparatus at Event Space
Event Space Booking Request Form
Application Form
Blank Layout Plan
Permit to Work (PTW) Worker's List
Joint Inspection Form
Temporary Power Supply CS3 Application Form
Non-renewal Temporary Occupation Licence (NRTOL)



TERMS AND CONDITIONS GOVERNING THE BOOKING AND USE OF EVENT SPACE AT ASIA SQUARE

Definitions

In this document, the following words and expressions shall have the meanings herein assigned to them except where the context otherwise requires:-

'Asia Square'	Asia Square Tower 1
'Cube'	Area located at level 1 between Asia Square Tower 1 and Asia Square Tower 2
'Event/s'	Any functions or activities held in Asia Square
'Event Space'	Space designated by the Landlord/Management for hosting of Events
'Landlord'	Asia Square Tower 1 Pte Ltd or its legal successor or assignee
'Management'	Managers/Executives appointed by and acting for and on behalf of the Landlord/Management includes its authorized representatives, legal successors and assignee
'Organizer/s'	Persons, firms or companies applying for use of the event space and may include tenants of Asia Square or independent 3 rd parties
'Premises'	Asia Square and the Cube area
'URA'	Urban Development Authority

Terms and Conditions: All Terms and Conditions including duties and obligations as set out in this document

1. Event Space Booking Process

- 1.1 All interested parties/Organizers who wish to make use of our Event Space must abide by booking request process and Terms and Conditions stated herein.
- 1.2 All booking requests must be submitted using Booking Application Form, which can be obtained via email/fax upon request from the Landlord/ Management. Organizers would need to provide full details of the event in particular the nature/content of the event, estimated number of participants/audience, event floor plan, set-up/staging layout, sitting arrangement, logistic requirement and media coverage if any etc. It is essential that complete and adequate information be provided to enable a more accurate assessment on the booking.

- 1.3 Organizers may request from the Management for a visit to the venue to discuss the feasibility of hosting the event at Asia Square.
- 1.4 All booking requests must be submitted to the Landlord/Management for preliminary assessment at least 2 months before the planned event date. Landlord/Management does not accept last minute booking request.
- 1.5 Organizers should note that the use of the Event Space is also governed by URA guidelines which generally stipulate that the Event Space forms part of the public realm and can only be used for the staging of temporary events and activities that are open to the public, in particular community events as well as mass participation events with strong national, social, sporting, community and cultural themes. Political or religious events or events which advocate causes which may be highly divisive are not permitted.
- 1.6 Once the intended event is deemed appropriate for the Event Space and is within the URA guidelines, the Organizer will be given an Application Form for formal submission to the Landlord/Management for further deliberation and approval. All application form with full booking fees payment and all relevant documents required for the event must be submitted at least 21 days before the event date.
- 1.7 Late submission shall not be entertained. Bookings shall be released without further notice if application form and payment are not received by the stipulated time frame. No cancellation is allowed after bookings are confirmed. There shall be no refund of booking fees for any cancellation. Any other payments received by the Landlord/Management are refundable.
- 1.8 The Event Space is not catered for hosting events/activities with more than three hundred (300) participants/audience. Mass gathering, political or religious events or events which advocate causes which may be highly divisive are not permitted.
- 1.9 Events/Activities that could cause inconvenience or give cause for complaint by occupants of Asia Square or the public or deemed detrimental to the image of Asia Square or its occupants, will not be allowed.
- 1.10 The Landlord/Management can, in its absolute discretion reject or refuse any booking/application for use of any event space at Asia Square without assigning any reason. Bookings are not determined on a first-come-first-served basis.

2. Event Space Available for Booking

- 2.1 Four spaces within the Cube (demarcated as A, B, C & D) are available for booking. Subject to the prior-approval by landlord.
- 2.2 The Cube forms part of the public realm and can only be used for the staging of temporary events and activities that are open to the public, in particular community events as well as mass participation events (not more than 300 participants) with strong national, social, sporting, community and cultural themes. Political or religious events or events which advocate causes which may be highly divisive are also not permitted.
- 2.3 Generally, events elected for the Event Space which are permissible as per URA guidelines are classified into:
 - a. **COMMUNITY** events are defined as activities open to the general public such as exhibitions, seminars, performances, festive celebrations for e.g. events of National and/or International significance spearhead by government agency, National Arts and Entertainment events, Cultural and Heritage-related events, start and/or end points of corporate marathons, community/charity run etc.
 - b. **PRIVATE** events are generally not for public attendance and restricted to limited/selected audience by private invitation only for social and networking functions, media events such as conferences, corporate reception function etc. Events and activities organized primarily for commercial, retail and product promotion purposes are not permissible by URA. These include product launches, car display, credit cards promotions, trade fairs and road shows etc.
 - c. **TENANTS-RELATED** events are defined as activities organized by respective tenants at Asia Square for their staff and restricted group of audience which include key business partners. Such events generally encourage networking and building a social community in Asia Square.
 - d. **CHARITY/FUNDRAISING** events are defined as bona fide activities for the purpose of charity or to raise funds for a registered third party charity organization. Organizers must represent a registered business, company, society or organization that is promoting the event with appropriate approval letter, license, and collectors' certificate of authorization from respective authorities.
- 2.4 Organizers must appoint any of the Food Garden food outlets/restaurants as their caterer for their events. Organizers must seek the prior approval of the Landlord/Management for any external F&B catering in the Food Garden or shifting of tables and chairs within the event space.
- 2.5 Organizers must obtain the Non-Renewal Temporary Occupation Licence (NRTOL) from URA for the use of TOL area. Please note that URA requires at least 40 days in advance of event to approve NRTOL applications. Organizers will bear any additional differential premium URA may impose for the use of the TOL area including those events that are deemed to be of commercial in nature to URA.

Organizers must obtain approval from all relevant authorities to host any event at Asia Square e.g. SCDF and URA for the Temporary Change of Use/Occupancy; PELU for performances/Events/Shows; SFA for any site cooking or cooked/pre-packed food and beverage; and COMPASS for musical playback or performances etc.

- 2.6 Organizers must submit all approvals by relevant authorities at least 21 days before the Event. The event space shall not be used for any purpose other than that approved by the Landlord/Management and relevant authorities.
- 2.7 If for any reason any relevant authority decides to stop an event or activity, the Organizer must adhere to their decisions immediately. Landlord/Management shall not be liable for any loss or damages incurred.
- 2.8 Organizers shall provide all logistics required for the event such as staging, partition panels, tables, chairs, sound systems, lightings etc. Setting up and dismantling of event logistics activities are not allowed from 8:00 am to 8:00 pm (Mondays to Fridays). PE endorsement for lighting/temporary structures is compulsory.
- 2.9 Organizers are not allowed to put up any publicity or advertising material in any part of the Premises without prior approval of any booking/events from Landlord/Management. Before any marketing and publicity can take place, all marketing and promotional materials must be forwarded to Landlord/Management for vetting and approval. Landlord/Management reserves the right to approve the storyboard and artwork on every occasion and to terminate the whole or any parts of the event/activities which it deemed not desirable to host/continue at Asia Square and no claims for damage, losses, cost, expenses or otherwise whatsoever shall lie against the Landlord/Management on account of such termination. Organizers shall indemnify the Landlord/Management against any damages or losses arising from any acts of omissions of the Organizer.
- 2.10 Organizers are not allowed to use Landlord/Management logo on any collateral. However, usage of Landlord/Management images can be requested and is subject to approval by Landlord/Management. In the event of any infringement of copyrights to Landlord/Management images, Landlord/Management reserves the right to take appropriate action against the Organizer and all costs and damages incurred shall be recoverable from the Organizer.
- 2.11 Should the Organizer wish to thank their sponsors with a short recorded announcement or a logo projection before the start of the performance, the content of the announcement or proposed logo must be vetted, approved and agreed upon by Landlord/Management, prior to the actual day of performance.
- 2.12 In the event the Organizer wishes to make a recording for commercial purposes:-
 - a. The Organizer must notify Management in writing, detailing the requested date of recording and must comply with Landlord/Management House Rules while audio/video recording is taking place. A separate agreement is to be signed for such purposes.

- b. The Organizer shall procure all necessary consents from the artists, the creative & production / technical team and/or the relevant rights owner(s) to the use of any recording, photography or filming as provided for in this booking.
- 2.13 Landlord/Management reserves the right to refuse entry into its premises to anyone for any reason whatsoever and Landlord/Management shall not be liable for any loss suffered and/or incurred as a result
- 2.14 Organizers that wish to use the Premises for photo shoots are required to seek the prior approval from the Management, detailing the requested date and intended purpose of photo shoot. Landlord/Management reserves the right to refuse such request, or alternatively, to impose additional charges and necessary compliances as conditions of granting the request.

3 Setting Up and Dismantling

- 3.1 The Organizer shall comply with all instructions given by the Management regarding the setting up and dismantling or removal of the exhibits, structures, display materials and apparatus, the layout, conduct, management and operation of the Event.
- 3.2 Fabrication of any exhibits, structures, staging, display materials or any form of apparatus not approved by Landlord/Management, is not permitted on the Premises. PE endorsement for all lighting/temporary structures is compulsory.
- 3.3 Organizers must ensure that all exhibits, structural apparatus, staging, props, temporary erections, sound & lighting gantries/poles/framework etc. are designed and endorsed by a Professional Engineer suitable for use at the Event Space.
- 3.4 Organizers shall provide all logistics needed for the event e.g. staging, partition panels, tables, chairs, sound systems, lightings etc.; and setting up and dismantling of event logistic activities are not allowed from 8:00 am to 8:00 pm (Mondays to Fridays). The Organizer shall provide its own lighting for the installation and dismantling works.
- 3.5 Organizers must submit a detailed workers' list to the Management prior to any set up activities. All workers are required to obtain passes from the Dock Master Room (located at the loading bay area) before commencing their setting up and dismantling work. All workers must abide by the building house rules.
- 3.6 No additional apparatus or fittings of any kind shall be attached to or used in conjunction with existing ones without prior permission of the Management.
- 3.7 Organizers shall ensure that the Premises are kept clean at all times, from the commencement of installation works to final dismantling and handover. Organizers are required to engage the

Management appointed cleaning contractor to maintain the cleanliness for the entire event duration and cleaning of the event space after the event.

- 3.8 Organizers shall ensure that no damage be done to the flooring, fittings and fixtures or any other parts of the Premises. In the event of any damages caused by the Organizer, all cost incurred for remedial of work shall be claimable from the Organizer.
- 3.9 Backdrop/staging support panels and structures must be neatly cordon off with proper hoarding/partitions and shall not cause any inconvenience to tenants and occupants of Asia Square.
- 3.10 Any working backstage/room shall be properly hoarded with partitions constructed away from the main entrance of Asia Square Tower 1 (i.e. not in front of the Tower's lobby).
- 3.11 Organizers shall set up an appropriate number of suitable warning signs and shall cordon off the work areas during the setting up and dismantling of the staging/structures. Organizers shall exercise all necessary safety precautions during the setting up and dismantling of the staging/structures.
- 3.12 Organizers shall provide adequate protection to the floor and other existing apparatus/structures of the Premises during the setting up and dismantling of any staging/structures. The base of all the staging/structures must be padded with carpet and plywood so as to prevent scratching or damaging the floors.
- 3.13 The setup of the Event shall be in accordance with the submitted plans as approved by relevant authorities and the Management. Any unauthorized/ illegal structures or display set up otherwise may be removed without notice and all costs incurred in such removal shall be borne by the Organizer.
- 3.14 Organizer shall:-
 - a. Indemnify and keep the Landlord/Management fully indemnified from and against all claims, demands, actions, damages, losses, cost and expenses (including cost on a solicitor and client basis) of any nature whatsoever which the Landlord/Management may suffer or incur in connection with the Event, the aforesaid setting up and dismantling works.
 - b. Make good all damage to the Premises arising or resulting from the aforesaid setting up and dismantling works.

4 Takeover and Handover of Premises

- 4.1 Organizers shall arrange for a joint inspection of the Premises prior to the commencement of the setting up works and after the completion of all dismantling and removal works

- 4.2** All properties/structures/apparatus belonging to the Organizer must be removed from the Premises after the event. The Landlord/Management reserves the right to sell, dispose or destroy as it may think fit any properties/structures/apparatus left by the Organizer. Any cost incurred in so doing shall be fully borne by the Organizer. No claim of damages, losses, cost, expenses, or otherwise whatsoever shall lie against the Landlord/Management on account of such sale, disposal or destruction.
- 4.3** Any damages caused to existing properties, apparatus and fittings etc. of the Premises by the Organizer, its representatives or any persons in connection with the Event shall be rectified by the Organizer within seven (7) days, failing which the Management may proceed with the rectification works and all cost related to the rectification shall be borne by the Organizer.
- 4.4** The Premises must be cleaned, and all floor stains and rubbish must be removed before handing over, failing which the Management will proceed with the cleaning and removal of rubbish and all cost shall be borne by the Organizer.
- 4.5** The cost incurred by the Landlord/Management in the above paragraph 4.2, 4.3 and 4.4 including a 20% admin fee will be borne by the Organizer.

5 Intellectual Property Rights and other Licenses

- 5.1** It is the duty and responsibility of the Organizer to ensure and prove, and the Organizer hereby represents and warrants that:
- a. All necessary licenses, permits and authorizations required from governmental or non-governmental authorities or bodies including public entertainment licenses and permits relating to the use of the Premises to hold a performance, function, exhibition, meeting, seminar and the like, have been obtained from the relevant authorities or bodies.
 - b. All licenses, clearances and waivers and other approvals or consents in respect of all Intellectual Property Rights owners (if any) comprised in or used in relation to the conduct, performance and/or communication to the public of the Event as well as all Materials to be reproduced, published, displayed, sold, distributed, communicated to the public or otherwise used in Singapore as provided for and contemplated in this booking have been obtained from the relevant rights owners.
 - c. the Events and Materials in no way breach; violate or infringe any applicable laws, regulations, rules, directives, circulars, notices or directions relating to and/or governing the same. Without prejudice to the foregoing, the Organizer represents and warrants that the Events and Materials do not contain in whole or in part, any material that may, under any applicable laws, reasonably be construed to be inappropriate, objectionable or unlawful, including without limitation material that is defamatory, threatening, offensive, harassing, immoral, indecent, obscene, vulgar, racist, criminal, or material that promote or

contain instructions on illegal or unlawful activities, harm or injury against any person or group of persons.

- 5.2** Organizers shall be responsible for making payment of all applicable licence fees, royalties, or any other expenses necessary for obtaining the licenses, clearances and waivers and other approvals or consents as aforesaid, at no additional cost to Landlord/Management.

6 Work Place Safety and Security

- 6.1** Organizers shall be entirely responsible for the security, safety and insurance of the Event, its exhibits, participants, props, equipment and all properties/apparatus belonging to the Landlord/Management, during the full duration of the Event including set up and dismantling.
- 6.2** The Landlord/Management shall not be liable for any damage, loss (including loss of profit and consequential loss), theft, injury or death howsoever caused and suffered by reason of or arising from or in connection with the Event.
- 6.3** Organizers shall be fully responsible for the conduct of their contractors and must abide by Ministry of Manpower and any relevant authorities regulations with regard to the nature of work being performed and the individuals performing the work. Landlord/Management reserves the right to exclude any company or individuals from the premises.
- 6.4** Organizers shall be responsible for crowd control and shall take necessary precautions to ensure orderliness during the Event; proper Q-poles and barricades are to be used when necessary including traffic control at the driveway and car parks. Organizers are strongly encouraged to engage the Management appointed security contractor for all crowd and traffic control if required.
- 6.5** Electrical Installation
- a) If such electrical apparatus or fittings are necessary, the Organizer shall comply with the relevant authorities' requirements and provide, connect and disconnect them at their own expense.
 - b) Inspection of temporary installations shall take place before the power supply is energized. All additional power installations must have overload and earth leakage protection.
 - c) All cabling must not present any tripping hazards or impede access through passageways. All wires must be taped down securely and neatly, not crossing any pedestrian paths. Any open connections must be sealed neatly and securely.
 - d) For the use of the temporary 300A DB (additional charges applicable) at the Event Space, the Organizer must provide and make available their own event LEW (Licensed Electrical Worker) on site for the full duration of the event and responsible for the temporary installation until the event is over and shut down the temporary supply.

- e) The Organizer's LEW must:
- i. Submit the Temporary Power Supply application form (CS/3) with endorsed single line diagram (SLD) to the Building LEW for vetting and approval by Management at least 21 days before the commencement of event/activities;
 - ii. Liaise on-site with building representative on the location of the temporary service connection cables to the temporary sub-board and DBs;
 - iii. Engage its own contractor for the temporary cables (already laid) termination of 1000A main breaker (within Building riser) and the 300A DB at the Cube area, and thereafter to disconnect the cables and clear up the site of all temporary installation work after the event.
 - iv. Arrange for joint inspection with the Building LEW and turn on of the temporary supply once all electrical installation work is ready on site, and to turn off the temporary supply after the event. Two to three days notices in advance to the Building LEW are required.
- f) All cabling from the 300A DB to the event intended location must be properly covered with industrial cable trays. Failure to comply will result in immediate removal/disconnection of cables by the Landlord/Management and all costs incurred will be borne by the Organizer.

6.6 Lighting and Sound Effects

- a) Usage of audio amplifier system shall not cause any disturbance or inconvenience to the public, tenants or occupants of the building. Any stage lighting or sound effect that could cause discomfort to public, tenants or occupants of the building shall not be permitted in the premises.
- b) Organizers must ensure all effects, such as strobes, lasers and smoke used comply and be in accordance with the appropriate authority regulations. Warnings on the use of such effects are required to be posted in the premises and in all publicity materials.
- c) The use of Pyrotechnics or any forms of Firearms are strictly not prohibited in the premises.

6.7 Fire and Smoking

- a) No open flame will be allowed in any part of the premises unless prior approval of Management is sought. The Organizer shall ensure sufficient precautions and measures are taken to minimize risk of fire, should approval be granted.

- b) Any liquid, gas or solid substance of inflammable, explosive, noxious or otherwise potentially harmful nature is not permitted on the premises without prior approval from Management. In cases where consent is granted, the Organizer shall take all necessary precautions to prevent potential mishaps. A material safety data sheet shall be provided for all gases, chemicals and other manufactured substances and hazardous substances.
- c) No smoking will be allowed in any part of the Premises.

7 Insurance, Liability and Risk

- 7.1 The Organizer shall be entirely responsible for using its own exhibits, equipment and properties and such like apparatus and shall be liable for claims for any damage, loss, theft or injury suffered by reason or arising from or in connection with its use.
- 7.2 The Organizer shall hold harmless and keep the Landlord/Management fully indemnified from and against all claims, demands, actions, losses, costs and expenses of any nature whatsoever which the Landlord/Management may suffer or incur in connection with the loss of life, personal injury, economic loss and/or damage to property arising from the use of Premises by the Organizer for the entire event period including set-up and dismantling.
- 7.3 Without excluding, limiting to or in any way affecting the Organizer's obligation and liability to indemnify the Landlord/Management, the Organizer shall at its own cost take out and maintain all appropriate insurance including adequate public liability insurance policy against claims for personal injury, death, property damage or loss arising out of or in connection with the Event.
- 7.4 Notwithstanding the foregoing, Landlord/Management shall not bear any responsibility for the contents of the advertisements, and/or marketing and/or publicity collaterals or materials, and the Organizer shall fully indemnify Landlord/Management against any claims, demands, actions and proceedings in relation to the use of the same.
- 7.5 The Organizer must comply with regulatory requirements from all relevant authorities and laws of the Republic of Singapore to host any events at Asia Square. The Landlord/Management shall not be held liability for any non-compliance of regulations and violations of laws and Organizer shall fully indemnify and hold harmless the Landlord/Management against any claims, demands, actions and proceedings in relation to the same, in accordance with the Terms & Conditions herein.

8 Cancellation and Termination of Booking

- 8.1 The Landlord/Management reserves the right without having to give reasons, to cancel the booking before the commencement of the event, subject to full refund of booking fees and payment received.

- 8.2** In the event of breach or non-compliance by the Organizer of any Terms and Conditions herein mentioned, the Landlord/Management shall have the right to terminate the booking and the Organizer shall vacate the Premises immediately, in which case full booking fee or any payment made to the Landlord/Management shall be forfeited and not refundable. Notwithstanding termination, the Organizer remains fully liable to Landlord/Management for any breach or non-compliance of Terms and Conditions herein.
- 8.3** Landlord/Management reserves the right to terminate the booking forthwith if it deems, in its sole and absolute discretion, any Event to be dangerous, harmful, and inappropriate or in violation of the contractual obligations of the Organizer. There shall be no refund to the Organizer for any booking fee or any other payment received by the Landlord/Management and the Organizer shall not be entitled to any losses or any remedy or recourse whatsoever against Landlord/Management for the termination of the Event.
- 8.4** In the event of any determination or termination of the booking by the Organizer, its shall hand over the Premises immediately to the satisfaction of the Landlord/Management, as stipulated under paragraph 4 of this document, and in which case full booking fee or any payment made to the Landlord/Management shall be forfeited and not refundable.

9 Force Majeure and Emergencies

- 9.1** Any circumstance beyond the reasonable control of either party, which delays, interrupts or prevents the Event from taking place, is defined as "Force Majeure". Such circumstances shall include but are not limited to:
- a. epidemic, pandemic, Act of God, explosion, flood, lightning, storm, tempest, fire or accident;
 - b. war or threat of war, terrorist attack, breach of peace, insurrection, strike, picketing, lock-out or civil disturbance;
 - c. acts, restrictions, regulations, bye-laws, prohibitions, demands or measures of any kind on the part of any governmental, parliamentary or local authority, including but not limited to governmental requisition; and/or
 - d. sabotage, machinery breakdown or power failure not due to either party's fault
- 9.2** Upon the occurrence of any of the Force Majeure events mentioned above, each party shall for the duration of such event be relieved of any such obligation under this booking as is affected by the said Force Majeure event, provided that:

- a. the provisions of the booking shall remain in force with regard to all other obligations under the booking which are not affected by such Force Majeure event; and
- b. each party shall resume its full obligations under the booking upon it becoming aware or notified of the cessation of such Force Majeure event, unless terminated by either party in accordance with the terms of the booking.

9.3 In the event of an epidemic, pandemic, terrorist attack or other Force Majeure event, Landlord/Management reserves the right to implement or carry out any emergency response measures as it may deem appropriate in its sole and absolute discretion, including but not limited to security checks, health checks, contact tracing, cleaning and disinfection of the Premises and other Landlord/Management premises and/or cancellation of Events. The Organizer shall comply fully and cooperate with the Landlord/Management in the implementation of any applicable emergency response measures.

9.4 Should any of the Events be delayed, cancelled or otherwise adversely affected by reason of a Force Majeure event, or should Landlord/Management implement any emergency response measures, Landlord/Management shall not be in default and the Organizer shall not be entitled to any losses or any remedy or recourse whatsoever against Landlord/Management for the failure to carry out the Events or for the implementation of any emergency response measures. There shall be no refund to the Organizer for any booking fee or any other payment received by the Landlord/Management.

10 No Assignment by the Organizer

10.1 The booking of the Event Space herein is personal to the Organizer and the Organizer do not have the right, power or authority to assign or otherwise transfer any of its rights and any purported assignment, sub-license or transfer by the Organizer of its rights shall be void and of no effect as against the Landlord/Management.

11 Assignment by the Landlord/Management

11.1 The Organizer expressly acknowledges that the Landlord/Management shall be entitled to assign all its rights and interest hereunder (including a transfer to the Security Deposit, if any), and the Organizer shall, by the execution of this booking shall be deemed to have consented to any such assignment. It is hereby agreed that the Organizer shall accept the assignee as the new Landlord/Management and will release the Landlord/Management from all its obligations under this booking.

12 Modification /Additions

12.1 The Landlord/Management reserves the right to modify or add to the terms and conditions stated herein. The Organizer is obliged to comply with all the terms and conditions including any amendments hereto immediately upon the same coming into effect.

13 Governing Law and Jurisdiction

- 13.1** This booking shall be governed by and construed in accordance with the laws of the Republic of Singapore. Any dispute arising out of or in connection with the booking, including any question regarding its existence, validity or termination, shall be referred to and finally resolved by arbitration in Singapore in accordance with the Arbitration Rules of the Singapore International Arbitration Centre ("SIAC Rules") for the time being in force, which rules are deemed to be incorporated by reference in this clause.

USEFUL CONTACT NUMBERS

	Contact Person	Contact Details
<u>Asia Square Management</u>	Adelina Ang Marketing & Retail Manager	6499 1898 adelina.ang@asia-square.com
<u>Security Company</u> <u>Prosec Services Pte Ltd</u>	Syed Senior Security Supervisor	8589 6259 security.ast1SSS@prosegur.com.sg
<u>Cleaning Company</u> Cleaning Express Pte Ltd	Sam Resident Manager	8186 1976 selva.gothanda@ocs.com
<u>Building Management Office</u> Jardine Engineering Corporation	Muthu Technical Manager	9850 0006 renganathan.muthuvel@jec.com
<u>Building LEW</u> LC Engineering Services	Eddie Ng	8612 0763 eddieng@lces.com.sg

EVENT SPACE DIMENSIONS

Area	Estimated Dimension	Estimated Sqm
Area A	24m x 7.2m	172.8
Area B	17.4m x 5.4m	93.96
Area C	29.4 x 7.2m	211.68
Area D	29.4m x 23.4m	687.96

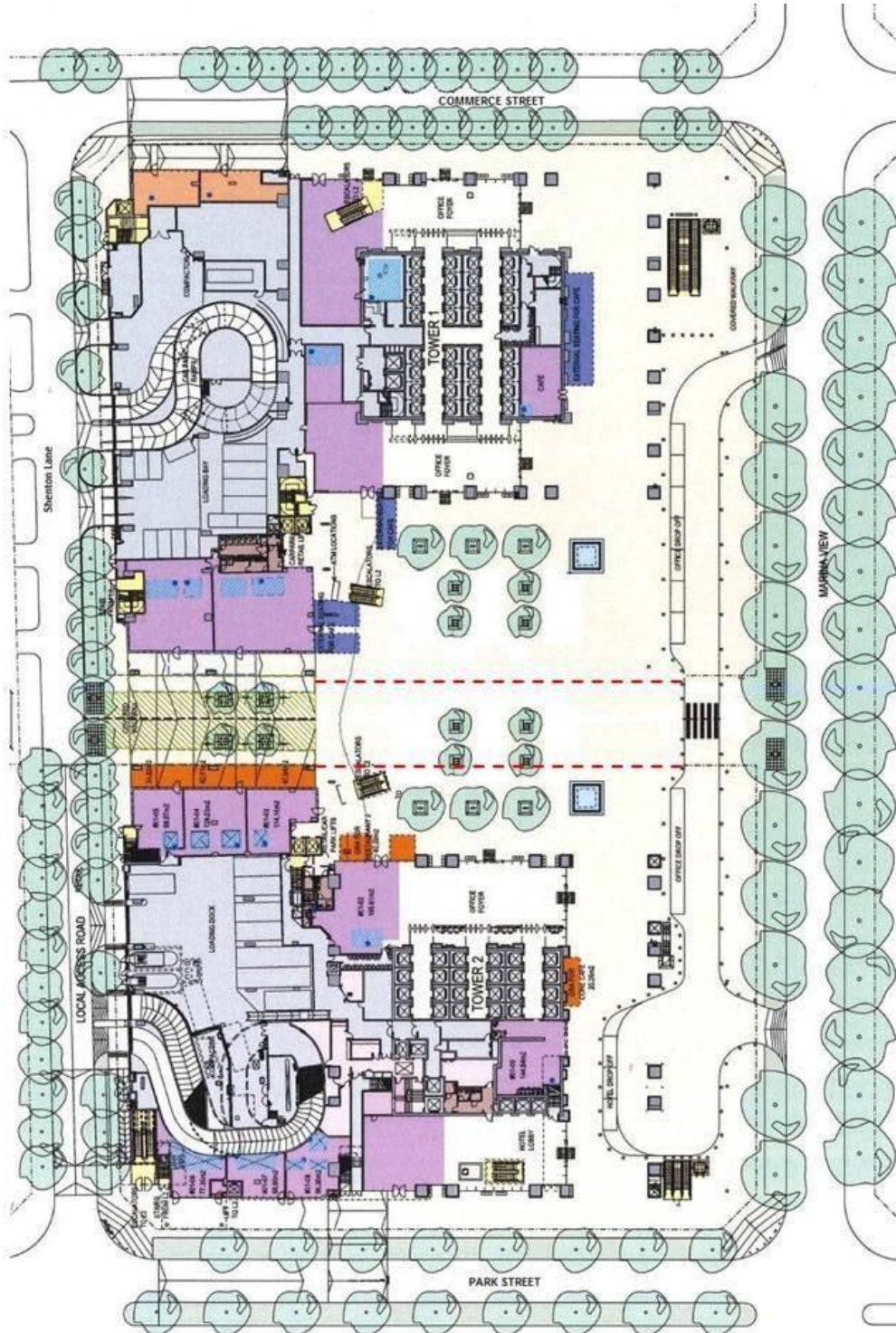


IMAGES OF EVENT SPACE

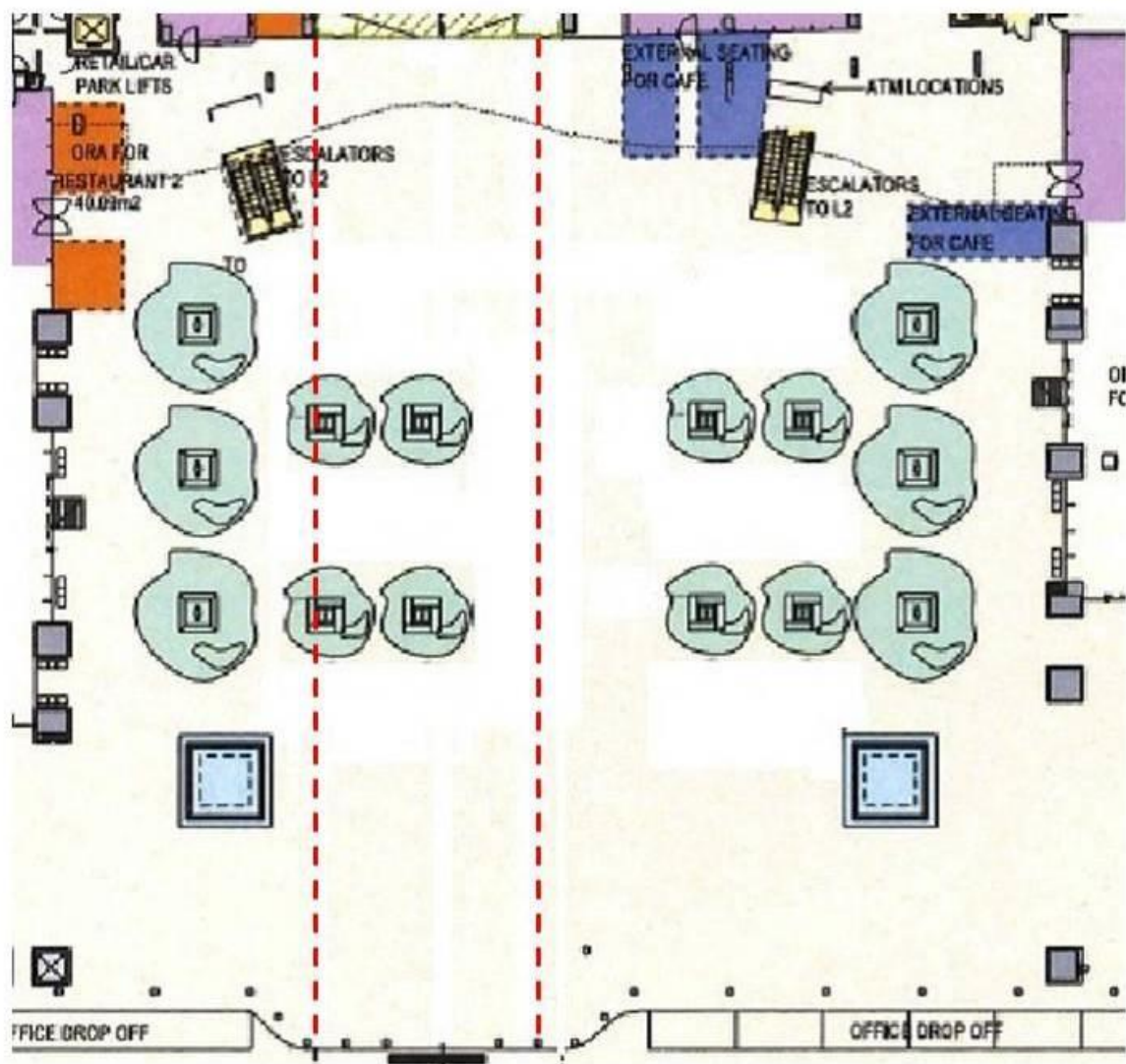
- Approx. 60m (W) x 45m (D) x 17m (ceiling height)



CUBE BLANK LAYOUT PLAN



Event Area



For Official Use	Case No:
Booking Application Form for the use of Event Space at Asia Square	
INSTRUCTIONS <ol style="list-style-type: none"> 1. Booking Application Form must be submitted at least two months before the date of event 2. Please ensure that all fields are filled. Use 'NIL' or 'NA' where necessary 3. You need to seek approval from all relevant authorities/statutory boards that are required for the event 4. For use of TOL area, you need to apply at least 40 days in advance to URA for the NRTOL 5. Security Deposit, shall be refund only after the site has been taken over by Event Management Team 6. Any queries, you can call Event Management Team at 6499 1898 7. Please submit your completed application form with supporting documents and booking fee to: Asia Square Tower 1 Pte Ltd 8 Marina View #13-06 Asia Square Tower 1 Singapore 018960 8. All payment must be made payable to Asia Square Tower 1 Pte Ltd – Revenue Account 9. The Landlord/Management can, in its absolute discretion reject or refuse any booking/application for use of any event space at Asia Square without assigning any reason 10. Management reserves the right to make changes or amend the Application Form as and when needed 	
Section 1 – Applicant	
Applicant's Information	
Name of Company/Tenant:	UEN No.:
Address:	
Contact Person:	
Name (as in NRIC):	NRIC No.: XXXXX _____
Telephone No:	Mobile No.:
Email Address:	
Organizer/Event Company's Information	
Name of Company/Society:	UEN No.:
Address:	
Contact Person:	
Name (as in NRIC):	NRIC No.: XXXXX _____
Telephone No:	Mobile No.:
Email Address:	

Event Brief

Event Contents (purpose/type/program/participants/VIP/media coverage etc.):

Estimated number of participants/audience attending the Event: _____

Type of Event:

☐ Sports / Recreation / Arts ☐ Private Event (Company Dinner/ Seminar) ☐ Filming / Photography

☐ Community/Charity Related Event ☐ Others: _____

Proposed Venue / Location

☐ Area A ☐ Area B ☐ Area C ☐ Area D ☐ Others (Please specify): _____

SECTION 2 – EVENT INFORMATION

Event Duration

Description of items	From		To	
	Date	Time	Date	Time
Actual Event Program				
Actual Event Day set up				
Before Actual Event set up (1)				
Before Actual Event set up (2)				
Before Actual Event set up (3)				
Tear Down				
Total no of days (including set up & tear down)				
Proposed taking/handling over site	Date and time			
Taking Over				
Handing Over				
Testing of AV/Satellite System				
Turning on 300A temporary power supply				

FACILITIES CHARGES

Please indicate the type of facilities needed

Description	Unit rate	Yes	No	Remarks
Power Supply – SOB (16 Amp)	\$50/SOB/day			Nos. SOB required:
Temporary Power Supply – 300A	\$700/day			LEW provided by applicant Days required:
Cube Lighting	\$30/hour			From: to:
Rental of portable stage	\$100/day			1 lot - 12 pieces: 920mm x 920mm
Labour	\$300 per clearance			Clearing of tables & chairs at the Cube

OTHER SERVICES PROVIDED BY APPLICANT

	Yes	No	Remarks
F&B			Catering Company:
Cleaning Plan			Cleaning Company: No. of Cleaners: No. of Bins:
Security Plan			Guard Company: No. of Guards:

Section 3 – Document to be submitted with Application Form (Please Tick ✓ and indicate accordingly)

- ☐ Registration of Company/ Society (ROC/ ROS)

☐ Site Layout Plan approved by Events Team
(indicating location of booth, stage, props/
amenities setup etc.)

☐ Perspective Plan

☐ URA (NRTOL Form - 40 days in advance)

☐ Approval/s from relevant Authorities
(FSSD, NEA, PELU, Compass etc.)

☐ Emergency Response Plan

☐ PE Certification/Endorsement

☐ Floor Structural Loading (>1 KN/m²)

☐ Winches Loading (> 200 kg per winch)

☐ Stage / Structure (> 2.2m height)

☐ Single Line Drawing (use of 300A temporary power supply)

☐ CS/3 Form (use of 300A temporary power supply)

☐ Insurance (\$2m)

☐ Risk Management Plan

☐ PTW Form

PAYMENT to ASIA SQUARE TOWER 1 PTE LTD

A)	Items				S\$
	Rental			=	
	Power Supply	\$50 per SOB per day	x <input type="text"/> SOB	=	
	300A Temp Power Supply	\$700 per day	x <input type="text"/> day(s)	=	
	Cube Lighting	\$30/hour	x <input type="text"/> hour(s)	=	
	Portable Stage	\$100 per day	x <input type="text"/> day(s)	=	
	Clearing of Tables & Chairs	\$300 per clearance	x <input type="text"/> clearance	=	
				Subtotal	=
				GST	=
	Remittance to:			Total	
	Asia Square Tower 1 Pte Ltd – Revenue Account				
	Separate S\$10,000 for Security Deposit payable to: Asia Square Tower 1 Pte Ltd – Revenue Account				

BANK DETAILS

All payment must be made via bank transfer to **Asia Square Tower 1 Pte Ltd – Revenue Account**.

Bank Account Number: 581-422219-001

Bank Name: Oversea-Chinese Banking Corporation Limited

Bank Address: 65 Chulia Street, OCBC Centre Singapore 049513

Bank Code: 7339 **Branch Code:** 581 **Account Type:** Current Account **SWIFT Code:** OCBGSGSGXXX

Currency: SGD

- i) Send e-mail notification **prior** to bank transfer to adelina.ang@asia-square.com and finance@asia-square.com with your company name, applicant name, event description and remittance amount.
- ii) Indicate the word **"CUBE"** when making bank transfer and;
- Upon remittance, email remittance notification to the same email addresses above in part i)

DECLARATION

I/We declare that the information given above is true, accurate and complete. I/We have read, understand and will abide with the Booking Guide and Terms & Conditions governing the use of Event Space at Asia Square.

Please find attached bank transfer confirmation slip, for the amount of \$_____ for the booking of the event space.

Please find attached bank transfer confirmation slip, for the amount of \$10,000 as security deposit.

Signature of Applicant _____

Company Stamp _____

Name: _____

NRIC No: XXXX _____

Date: _____

FOR OFFICIAL USE

Reference No: _____

Date of receipt: _____

Other Information: _____

Status: Approved/Rejected

Section 5 – Clearance Check	✓	Remarks
1. All bank transfers have been received		
2. No outstanding payment to cleaner, security etc.		
3. Outstanding damage / claim reported during joint inspection		
4. Event photo / video submitted		
5. Refund URA deposit		

END

PERMIT TO WORK

(To be submitted at least 5 working days in advance)

Serial

A) PARTICULARS OF APPLICANT

Name & Address of Tenant:	Name & Address of Contractor:
Contact person:	Contact person:
Contact nos.: (O) (HP)	Contact nos.: (O) (HP)
E-mail address:	E-mail address:

B) DETAILS OF WORK

Nature of work:	Duration of work: (Max 3 days and must not cross over a Sunday) Date: From: _____ to _____ (inclusive) Time: From: _____ to _____ (inclusive)
Location of workplace:	Please tick documents attached (*Mandatory) <input type="checkbox"/> Worker's List & Emergency Contact List* <input type="checkbox"/> Work Schedule* <input type="checkbox"/> Risk Assessment for Environmental, Health & Safety* <input type="checkbox"/> Work Method Statement* <input type="checkbox"/> Drainage of Fire Sprinkler System (Form R6) <input type="checkbox"/> Impairment of Fire Alarm System (Form R7) <input type="checkbox"/> Hot Works (Form R8) <input type="checkbox"/> Booking Form for Use of Building Access System <input type="checkbox"/> Work at Height (PTW – WAH & fall Prevention Plan) <input type="checkbox"/> Confine Space (Entry Permit) <input type="checkbox"/> Others: _____
Type of key(s) required (if applicable)	

C) DECLARATIONS

TO BE COMPLETED BY TENANT:

I declare that I have duly authorized the Contractor to carry out the above works and agree to all terms and conditions stated in Section E of this Form (See overleaf).

Authorized Signature: _____ Company Stamp: _____

Name: _____ Date: _____

TO BE COMPLETED BY CONTRACTOR:

I declare that I agree to all terms and conditions stated in in Section E of this Form (See overleaf).

Authorized Signature: _____ Company Stamp: _____

Name: _____ Date: _____

D) FOR OFFICIAL USE ONLY

Building Management Office (BMO)

Asia Square Management Office

Name: _____

Name: _____

Signature / Date: _____

Signature / Date: _____

Special Instruction(s) to Contractor:

PERMIT TO WORK

E) TERMS & CONDITIONS

1. The **Permit to Work** form must be submitted at least 5 days in advance for approval and is valid only for the duration of the work specified and the approved workplace. Additional documents shall be attached together with the submission:
 - a) Administrative & Security Requirements: Workers' List, Emergency Contact List & Work Schedule;
 - b) WSH Requirements: Risk Assessment, Work Method Statement, Work at Height, Confine Space, Hot Work;
 - c) Fire Protection Works: Impairment of Fire Alarm System & Drainage of Fire Sprinkler System;
 - d) Booking of BMU, Spider Lift; and
 - e) Other documents are required on a case-by-case basis.
2. The **Worker's List and Emergency Contact List** must be submitted together with the **Original approved Permit to Work** at the Dockmaster before the commencement of works to facilitate the issuance of Contractor Passes by the Security Officers. The contractor shall ensure that no illegal workers are working in the workplace. The Landlord and/or its representatives reserve the right to remove the workers or refuse entry to any worker at its discretion. The workmen shall wear the Contractor Passes upon registration at the Dockmaster and shall not trespass to other areas beyond the approved workplace. The passes shall be returned to the Dockmaster before leaving the Workplace.
3. The Applicant shall ensure full and strict compliance of the local regulations, such as Workplace Safety and Health Act (WSH Act), Workplace Safety and Health (Risk Management), Regulations and other relevant code of practice on environmental, health and safety.
4. This **Permit to Work** does not constitute approvals to design, method statements, Risk Assessment, usage of materials / equipment and control measures taken. The Applicant shall be solely responsible for compliance with all statutory requirements and regulations set out by all relevant authorities, including but not limited to FSSD, BCA, URA, NEA & LTA etc.; and shall conform in all respects with the provisions of such laws, rules and regulations.
5. In the event of an emergency incident at the workplace such as fire, injury and/or water pipe burst etc., all works shall cease immediately, and the Fire Command Centre(FCC) shall be notified without delay. **FCC contact numbers are 6499 1880 / 6636 0882**. All workmen are advised to familiarize themselves with the location of the fire exit staircases. In the event of an evacuation, all workmen shall leave the workplace orderly via the nearest staircases.
6. The workplace shall be properly barricaded with standard safety / warning signs. Protection screens and covers shall be provided where relevant. For renovation works, a copy of the approved Fit Out Permit must be displayed at the entrance.
7. The works, materials and workmen shall be confined within the workplace. Smoking and Eating are strictly disallowed. The workmen shall use the toilets at Level 1 (next to the loading bay). Cleaning charges will be imposed where additional cleaning is required due to the work caused by the workmen.
8. All fire doors must remain closed at all times. Upon completion of the work or when leaving for the day, all doors accessing to the workplace shall be locked and debris cleared. The workplace shall be kept clean and free of hazardous materials at all times.
10. Duplication of keys drawn is strictly prohibited. Upon demand, keys must be returned immediately to the FCC or BMO. No keys shall be kept overnight by any external parties.
11. Appropriate control measures must be taken to minimize the formation and spread of noise, smell and dust. Works that generate strong odour shall be avoided but may be allowed on a Saturday on a case-by-case basis. Noisy works are restricted to the following hours:
 - Mon to Fri: 7:00 pm to 10:00 pm
 - Sat, Sun & PH: 2:00pm to 6:30pm
12. An administrative fee shall be charged to the applicant on the following:
 - S\$30 (subject to GST) for loss of Contractor Pass/Access Card;
 - S\$1,000 per incident (subject to GST) for any false alarm activation, water leakage, pipe burst and power trip caused by the work;
 - S\$500 per incident (subject to GST) for any other violation.
13. Personal Data protection (PDPA) Compliance:
14. By providing the personal data requested in this form, you agree and consent to the Landlord and/or its representatives collecting, using and disclosing the data within the context of this application.
15. The Applicant (including Contractor) shall fully agree to abide by all terms and conditions stated herein, and further undertake to keep the Landlord and its representatives indemnified against any losses, damages, proceedings, actions, costs, expenses, interests and penalties suffered or incurred by the Landlord and/or its representatives arising out of or incidental to the works, plus and administrative charge of 15%.

FORM R1

SECURITY CLEARANCE FORM

(To be submitted at least 5 working days in advance)

TO BE COMPLETED BY REQUESTER

Name of Tenant	:				
Building	:	ASIA SQUARE TOWER 1	Unit	:	
Name of Contractor	:				
Person-in-charge	:		Contact No	:	

DETAILS OF WORK

Period	:	FROM		TO	
Nature of Work	:				

No	Name of Workers	Nationality	Handphone Number	WP / EP Expiry Date

We certify that the information given above is true.

NAME & SIGNATURE (TENANT)

COMPANY STAMP & DATE (TENANT)

NAME & SIGNATURE
(CONTRACTOR)

COMPANY STAMP & DATE
(CONTRACTOR)

Personal Data Protection ACT (PDPA) Compliance

By providing the personal data requested in this form, you agree and consent to the Landlord and its authorised representatives and/or Managing Agent collecting, using and disclosing the data within the context of this application

FORM R2

APPLICATION FOR USE OF LOADING / UNLOADING BAYS AND SERVICE LIFT

(To be submitted at least 3 working days in advance)

TO BE COMPLETED BY REQUESTER

Name of Tenant	:			
Building	:	ASIA SQUARE TOWER 1	Unit	:
Name of Contractor	:			
Person-in-charge	:		Contact No	:

We wish to apply to use the loading and unloading bay/Service Lift at the above mentioned location on the following day & time:

No	Date (dd/mm/yy)	Time (From)	Time (To)

Note:

The Tenant via their appointed Contractors/Suppliers etc. can apply for the use of the service lift and loading bays during the following hours.

1. Mondays to Fridays – 6:00pm to 8:00am (Next day)
2. Saturdays – 6:00am to 6:00am (Next day)
3. Sundays & Public Holidays – 6:00am to 6:00am (Next day)

The approval of the use of the facilities is subject to approval due to the availability, tenant interfaces and Building Manager's requirements. Please confirm receipt or otherwise of approval prior to confirmation of the application.

The Landlord has the sole discretion over the use of the loading bays and /or service lifts during peak and off-peak periods.

Purpose of Application	Please tick
1 Moving of goods, equipment, etc into the Building	[]
2 Moving of goods, equipment, Fit-Out debris, etc out of the Building	[]
3 Moving of goods, equipment etc from one floor to another	[]

Name of Mover / Fit-Out contractor(s) is _____ and the Person-in-charge is _____
and his/her mobile number is _____.

NAME & SIGNATURE (TENANT)

COMPANY STAMP & DATE (TENANT)

NAME & SIGNATURE
(CONTRACTOR)

COMPANY STAMP & DATE
(CONTRACTOR)

TO BE COMPLETED BY THE LANDLORD

[] Supported / [] Not Supported

[] Approved / [] Not Approved

NAME & SIGNATURE
(SECURITY OFFICER / MANAGER)

NAME & SIGNATURE
(BUILDING MANAGER)

Personal Data Protection ACT (PDPA) Compliance

By providing the personal data requested in this form, you agree and consent to the Landlord and its authorised representatives and/or Managing Agent collecting, using and disclosing the data within the context of this application

Handing-over / Taking over Inspection

Handing-over party : _____

Taking-over party : _____

Witness(es) : _____

Area / Location : _____

Inspection date : _____

Handover Checklists

☐ Keys (please see Attachment 1)

☐ Defects / Outstanding Works (please see Attachment 2)

☐ As-built drawings

Remarks, if any:

The above defects / non-compliance / observations shall be rectified by _____ as agreed by all parties present. (date)

Acknowledged and Agreed by:

<u>Name</u>	<u>Date</u>	<u>Signature</u>
(1) _____	_____	_____
(2) _____	_____	_____
(3) _____	_____	_____
(4) _____	_____	_____
(5) _____	_____	_____

CS/3 FORM

APPLICATION FOR TEMPORARY POWER SUPPLY

(To be submitted at least 5 working days in advance)

Name of Applicant/Tenant	:		Contact No	:	
Building	:	Asia Square Tower 1	Area/Unit	:	
Name of Event Organizer	:				
Person- In-Charge	:		Contact No	:	

- I / We wish to apply for temporary power supply for the event at the above mentioned location from _____ (dd/mm/yy) to _____ (dd/mm/yy) and enclose herewith the following:
 - Single line drawing endorsed by the event LEW.
 - Payment of _____ (bank/cheque no) for \$\$_____ (per trip) payable to "LC Engineering Services Pte Ltd." or Co bank a/c: 641-204045-001 (OCBC bank code: 7339), being the charges for max tap off of temporary power supply up to 300A TPN.
- I / We confirm that no equipment/apparatus or power tools using power supply exceeding 15A shall be used for this event and absolutely no electric welding equipment is to be connected to this installation.
- 1 /We acknowledge that the supply line will be energised on the event date above and confirm that I / We will be responsible for the operation of this temporary electrical installation thereafter.
- I / We confirm I / We will be on site to turn-on and present for the full duration of the event including turn-off and removal of all electrical service connectors at the end of the event.
- I / We agree that there will be no refund for any unconsumed trips.

EVENT LEW NAME

SIGNATURE/DATE

LEW LICENSE NO

NAME OF APPLICANT

SIGNATURE/DATE

COMPANY STAMP

TO BE COMPLETED BY THE BUILDING LEW

[] Supported / [] Not Supported

**NAME & SIGNATURE
(BUILDING LEW)**

TO BE COMPLETED BY THE MANAGEMENT

[] Approved / [] Not Approved

NAME

SIGNATURE

DATE

Schedule of Rates Per Trip

No.	To turn on Temporary Power Supply	LEW Fees include endorsement of CS3 and attendance for 1 st turn on (Before GST)
1	Below 63A single phase	\$400
2	Between 30A to 63A three phase	\$400
3	Between 80A to 100A three phase	\$400
4	Between 120A to 300A three phase	\$400

Important Note:

The set-up of the Temporary DB including the entire electrical set-up must be ready for the Building LEW inspection at the appointment time. The Building LEW will inspect and ensure that all electrical installation is satisfactory for Building LEW's turn-on. Your LEW is to immediately rectify any unsatisfactory works that is highlighted by the Building LEW. The applicant shall bear any extra charges resulting from delays to the Building LEW or any need for a re-visit.

For Official Use | Case No:

Application For Non-Renewable Temporary Occupation Licence (NRTOL)

INSTRUCTIONS

1. Please ensure that all fields are filled. Use 'NIL' or 'NA' where necessary.
2. The normal processing time for NRTOL is **30 days**.
3. A non-refundable processing fee of **\$200.00 inclusive of GST** is payable.
4. Once your application is approved, an invoice will be sent to you. The processing fee, NRTOL fee and refundable Security Deposit are payable via internet banking only, upon your receipt of the invoice.
5. The Security Deposit is to ensure compliance with the NRTOL conditions, and shall be forfeited if the licensee fails to comply with any of the NRTOL conditions.
6. Please note that refund of the Security Deposit will be made via internet banking only, payable to the name of the Licensee only.
7. You are not to enter the site for any purpose until the NRTOL is issued. Unauthorised entry on State land without a NRTOL may render you liable to an additional fee of up to 3 times equivalent of the NRTOL fee, or a minimum of \$1,500. In addition, the NRTOL fee will be chargeable from your date of entry on the State land.
8. Please submit your completed application form together with relevant supporting documents to ura_marinabay_events@ura.gov.sg, unless otherwise requested.
9. * Delete where applicable.

Section 1 – Your Information (To be filled by Asia Square Tower representative)

- The NRTOL will be issued to a single party only. We do not accept joint applicants.

For Company/ Society

Name of Company/ Society: _____ UEN No.: _____

Address: _____ Singapore (_____)

Contact Person

Name (as in NRIC): _____

Address: _____ Singapore (_____)

Telephone No.: _____ Mobile No.: _____ Fax No.: _____

Email Address: _____

SECTION 2 – Details of Proposed Licence

- Please state the Event Space required
- Please submit your final layout plan by plotting it on the applicable site plan.

Event Name: _____
(Mandatory - Event name will be reflected in the licence)

a) Proposed Venue/ Location (Please tick ✓)

☐ Pedestrian Mall
(Asia Square Tower 1&2)

☐ Others. Please state:

b) Duration required

Event Date(s) (dd/mm/yy) _____ to _____

Set Up Date(s) (dd/mm/yy) _____ to _____

Tear Down Date(s) (dd/mm/yy) _____ to _____

Total no. of days (including set up & tear down) _____ days

c) Proposed Use (Please tick ✓)

(Processing fee - \$200.00)

☐ Convention/ Exhibition

☐ Entertainment

☐ * Sports/ Recreation/ Arts

☐ Filming/ Photography shoot

☐ Private Event
*(Company dinner/ seminar/ meeting/
wedding/ solemnisation)

☐ Community or Social Event or activity (but
excluding any sales event) organised by a
grassroot organisation

☐ * Tradeshow/ Roadshow

☐ Others: _____

Section 3 – Required Supporting Documents/ Information
(Please tick ✓ and attach with application)

- ☐ Copy of Registration of Company/ Society (ROC/ ROS) (whichever is applicable)
- ☐ Event Brief (Background)
- ☐ Location plan of Proposed Use
- ☐ Site Layout Plan approved by Events Team
(indicating location of booth, stage, props/ amenities setup etc)
- ☐ Cleaning Plan (refuse collection, number of rubbish bins required, number of cleaners)
- ☐ Preparation & dismantling working schedule
- ☐ Approval/s from relevant Authorities
- ☐ Emergency Response Plan (if requested)
- ☐ Others: _____

Section 4 – Payment

- A non-refundable processing fee of \$200.00 inclusive of GST is payable.
- The processing fee, NRTOL fee and refundable security deposit are payable via internet banking upon your receipt of the invoice, if approved by URA.
- All forms of payment must be made in full to URA prior to the site handover.

Post-event

To facilitate the refund of security deposits via internet banking after the completion of reinstatement works (if any), please provide the following bank details:

Beneficiary's Name (per Bank Record):

Beneficiary's Account Number: _____

Beneficiary's Bank Name: _____

Beneficiary's Bank Code: _____

Beneficiary's Branch Code: _____

Section 5 – Declaration		
<p>I declare that the information given above is true, accurate and complete.</p>		
<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="width: 45%;"> <p>_____</p> <p>Signature of Applicant/ Authorised Person</p> </div> <div style="width: 45%;"> <p>_____</p> <p>Company Stamp</p> </div> </div>		
<div style="display: flex; justify-content: space-between;"> <div style="width: 33%;"> <p>Name: _____</p> </div> <div style="width: 33%;"> <p>Designation: _____</p> </div> <div style="width: 33%;"> <p>Date: _____</p> </div> </div>		

****IMPORTANT:***

The Applicant shall ensure that the event has been duly approved by the relevant authorities before the commencement date of the event.

URA reserves the right to approve or reject any application for the use of an event space for events without providing any reason.

END