



**MAIN BLOCK – LEVEL 2 EVENT SPACE  
RENTAL GUIDE (AD HOC MONTHLY  
BOOKING)**

**From 01 Apr 2025 to 31 Aug 2025**



## TEKKA PLACE EVENT SPACE RENTAL GUIDE

Thank you for your interest in renting our event space at Level 2 – Main Block of Tekka Place. Please take time to read through this guide to familiarize with our rental procedures.

This guide will provide you with the following information:

- ✓ Application Process
- ✓ Location of Event Space
- ✓ Important Phone Numbers
- ✓ Application Form
- ✓ Floor Plan Layout of Event Space
- ✓ Contractor's Worker Form
- ✓ Terms & Conditions

### APPLICATION PROCESS

1. Submit event content to Property Manager for approval via email. Please indicate all event contents clearly to facilitate approval process.
2. Tentative booking may be made upon content approval and payment received. **Tentative booking is only valid for 5 working days** or deadline as stipulated by the Property Manager.
3. Confirmed booking may be made by submitting the following documents to our Building Management office at **2 Serangoon Road #07-58 Tekka Place Singapore 218227**:
  - Completed Tekka Place Event Space Rental Application Form;
  - A copy of your Registration of Company (ROC);
  - A cheque payment of the **Full** rental amount payable to “**Corwin Holding Pte. Ltd.**”;
  - A cheque payment of one month rental of unit **or** S\$1,500.00 for kiosk table booking, being the refundable deposit to “**Corwin Holding Pte. Ltd.**”;
  - Licensee's assets, such as short write up and max 5 visuals of product offerings, company logo in high resolution, website URL and shop's telephone number (if any);
4. Submit the following documents at least **7 working days** prior to the setting up:
  - i. \*Relevant Authorities Approval Letter such as NEA, PELU etc;
  - ii. Contractor's Worker List; and
  - iii. Permit to Work; Risk Assessment; Method of Statement
  - iv. Public Liability Insurance
  - v. PE Endorsement (if necessary)

*\* If necessary for authority approval*

## RENTAL RATE OF EVENT SPACE

Please refer to the below table for the event space rental rate\* before GST:

**Period of Rental** is from Tuesday, 01 Apr 2025 to Sunday, 31 August 2025.

No.	Unit No.	Area (sqft)	Table No.	Rental Rate/Month PER TABLE \$/month
1	#02-36/37	111.62	K12	\$1,500
2		96.88	K13	\$1,500
3		104.41	K14	\$1,500
4		104.41	K15	\$1,500
5		114.85	K16	\$1,500
6	#02-38	118.19	K17	\$1,500
7		118.19	K18	\$1,500
8		118.19	K19	\$1,500
9		115.53	K20	\$1,500
10	#02-06	209.25	K26	\$1,500
11		120.13	K27	\$1,200
12		120.13	K28	\$1,200
13		120.13	K29	\$1,200
14	#02-07	62.00	K32	\$1,200
15		62.00	K33	\$1,200
16		62.00	K34	\$1,200
17		62.00	K35	\$1,200
18		65.88	K36	\$1,200
19		65.88	K37	\$1,200
20		65.88	K38	\$1,200

\*Rental rates are subject to review from time to time.

\*Rental rates are subject to GST charges.

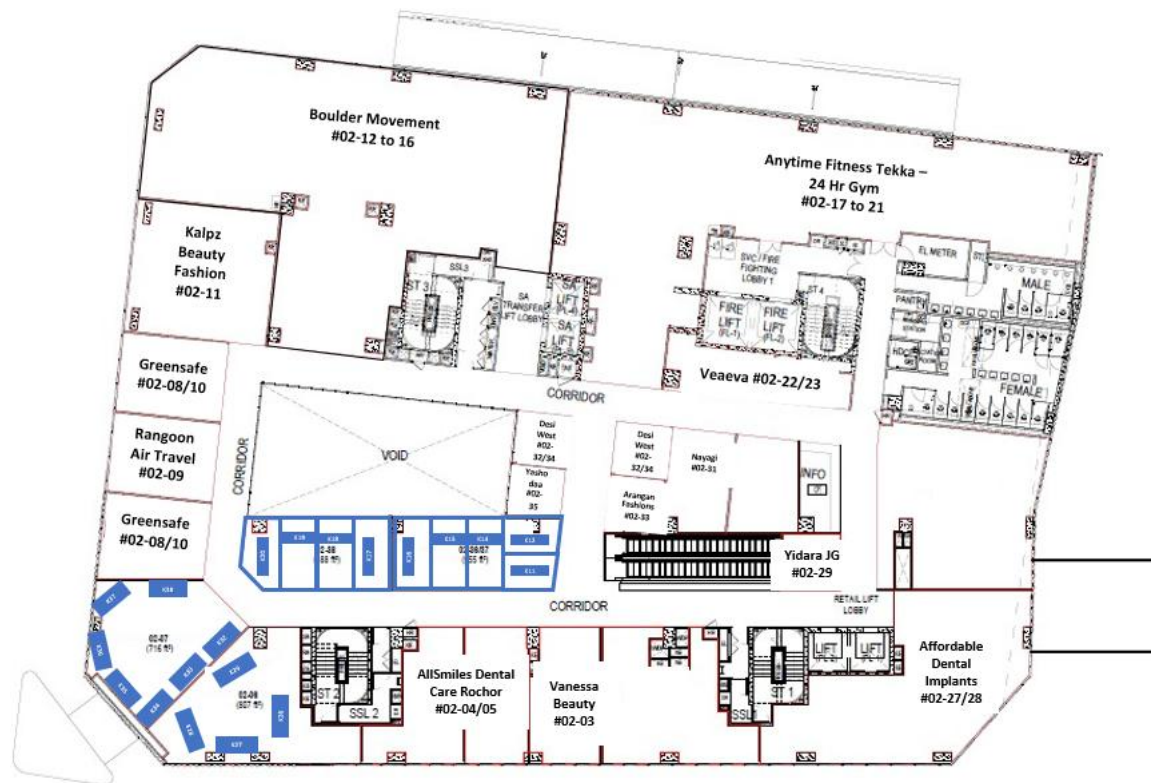
\*No exclusivity of products sold.

\*Kiosk tenants are to stick to the merchandises that are indicated and submitted in their booking form, no addition of merchandises is allowed after booking form has been endorsed.

**\*STRICTLY NO SUB-LETTING AND HENNA SERVICES ARE ALLOWED.**

## LOCATION OF EVENT SPACE

Level 2 Main Block – Event Space is available for rental as highlighted below:



## IMPORTANT PHONE NUMBERS

### Tekka Place Event Space Information

(For questions related to the application process)

Office Hours Only (Mon – Fri from 0930 to 1800

only)

Mr Kor Lee Kiong      6718 4361 / cmo@tekkaplace.sg  
Ms Bella Leong      6718 4365 / advertising@tekkaplace.sg

### Tekka Place Fire Command Centre (FCC)


(For emergency and workers registration arrangements)

Outside Office Hours

Fire Command Centre 6718 4379

Corwin Holding Pte. Ltd.  
c/o Jones Lang LaSalle Property Consultants Pte Ltd  
Centre Management  
Office 2 Serangoon  
Road  
Tekka Place #07-58  
Singapore 218227  
T (65) 6718 4360



APPLICATION FORM FOR RENTAL LICENCE OF EVENT SPACE						
PART 1: LICENSEE DETAILS						
<b>Company Name:</b>			<b>Mailing Address:</b>			
			<b>Postal Code:</b>			
<b>Business Registration No./UEN:</b>						
<b>Name in Full:</b>			<b>Tel:</b>			
<b>NRIC No. (Last 3 digits with Alphabet):</b>			<b>HP:</b>			
<b>Designation:</b>			<b>Email:</b>			
PART 2: EVENT DETAILS						
<b>Type of Event:</b> Level 2 Ad hoc bookings						
<b>Brand Name:</b>						
<b>Unit and/or Table No.:</b>						
<b>Licensed Area:</b> xx (Please see the attached plan at Annex 1 with the area edged in pink color.)						
<b>Authorised Purpose:</b>						
Use strictly and only for the purpose of (xx) where the Licensee shall not change the use of the Licensed Area at any time without the Licensor's prior written consent.						
S/N	Licensed Unit and/or Table No.	Floor Area	Licence Period	Rate	Remarks	Total Amount
1	Rental of Event Space: Unit #xxx, Txx (Lease Area of xx ft2)		DD MMM 2025 – DD MMM 2025	Security Deposit of \$xx	-	S\$xx
2				xxx		S\$xx
<b>Name of Bank Account:</b> Corwin Holding Pte Ltd <b>Name of Bank:</b> Malayan Banking Berhad <b>Account No.:</b> 04010635924 <b>Branch Code:</b> 001 <b>Bank Code:</b> 9636 <b>Swift Code:</b> MBBESGSGXXX				<b>UEN:</b> 199606385D01M (Retail) 		<b>Sub - Total</b> <span style="border: 1px solid black; padding: 2px 10px;">S\$xx</span>
				<b>+ 9% GST</b> <span style="border: 1px solid black; padding: 2px 10px;">S\$xx</span>		
				<b>Final Amount Payable</b> <span style="border: 1px solid black; padding: 2px 10px;">S\$xx/-</span>		
PART 3: CONFIRMATION OF BOOKING – Please email the completed and endorsed booking form to <a href="mailto:advertising@tekkaplace.com">advertising@tekkaplace.com</a> and <a href="mailto:cmo@tekkaplace.com">cmo@tekkaplace.com</a>						
I/We, _____ wish to confirm the booking of the Licence Area at the Mall for the License Period in accordance with the Authorised Purpose (as declared in Part 2 above), and upon the grant of the License by the Licensor, we acknowledge and agree to comply with all the Terms and Conditions laid by the Licensor in this application form and the rental guide.						

No confirmation can be made for the rental of the premises until the Licensor has received **full** rental payment and approved **complete** submissions of the booking form and rental guide before the commencement of the License Period. We undertake not to assign or transfer this licence booking to a third party. The Licensor shall have the rights to forfeit 100% of the Refundable Deposit due to encroachment and/or any non-compliance by the Licensee.

The Licensor reserves the right to terminate this License or designate another space of comparable size within the building in place of the Event Space at any time upon the giving of **one (1)** week prior written notice to the Licensee. The Licensor reserves absolute discretion to determine the fee, security deposit amount and terms.

**In addition, we will be submitting GTO sale to landlord within 7 days after end of rent of event space.** Subject to the due performance and observance of the terms and conditions of this License by the Licensee, the Deposit shall be refunded to the Licensee, free of interest, after the expiry of the License Period within sixty (60) days upon satisfactory completion of the required refund documents and GTO sale submission.

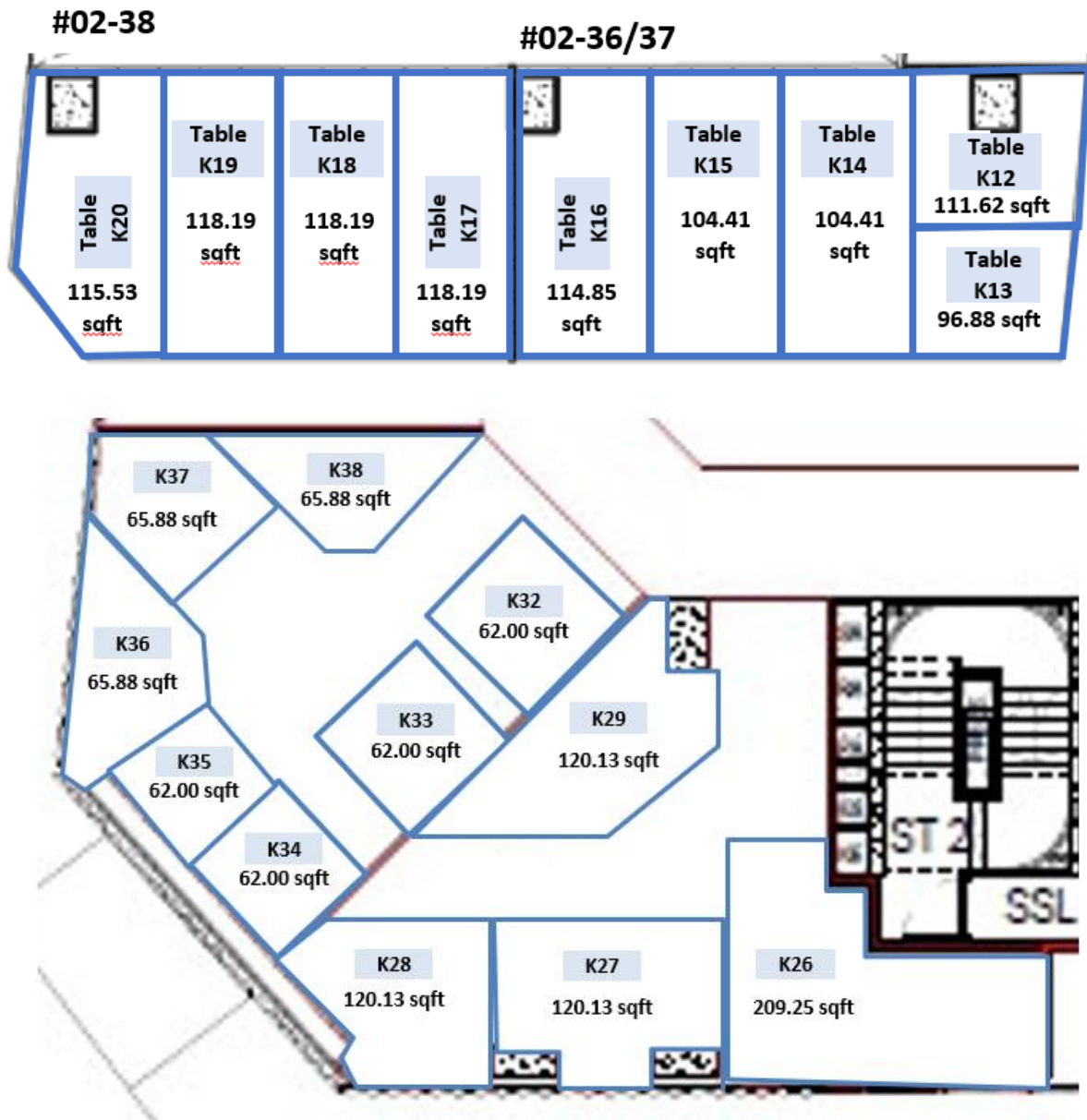
- **No exclusivity of products sold.**
- **Strictly no sub-letting and henna services is allowed.**
- Kiosk tenants are to stick to the merchandises that are indicated and submitted in their booking form, no addition of merchandises will be allowed after booking form has been endorsed.
- Display items are to be kept within the lease area only. No display is allowed at the common area.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### **PART 4: FOR OFFICAL USE**



**Annex 1**  
**Floor Plan Layout of Event Space: Licensed Area**





# PERMIT TO WORK (for adhoc work, to be displayed on site)

To be submitted at least 7 working days in advance

Serial No. \_\_\_\_\_

A) PARTICULARS OF APPLICANT	
Name & Address of Applicant :	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: Date: From: _____ to _____ (inclusive) Time: From: _____ to _____ (inclusive)
Location of work: (please tick the appropriate box)  <input type="checkbox"/> Level _____ <input type="checkbox"/> Others, specify _____  <b>For work inside MDF Room, pictures submission to Building Management indicating the completed cable work routing to main distribution frame is required.</b> (Access to MDF Room required to submit authorised letter from respective Telco)  MDF Room work completion pictures <input type="checkbox"/> <b>Type of key(s) required</b>  MDF Room <input type="radio"/> Riser <input type="radio"/> AHU <input type="radio"/> Roof <input type="radio"/> Others <input type="radio"/> _____	<b>Documents to be submitted before commencement of work:</b> i. Worker's List * <input type="checkbox"/> ii. Risk Assessment for Environmental, Safety and Health (RA) * <input type="checkbox"/> iii. Method Of Statement with drawing indicating cable route, mounting of equipment and etc. * <input type="checkbox"/> iv. Work Schedule & Emergency Contact List <input type="checkbox"/> v. P.E Endorsement <input type="checkbox"/> vi. Public liability Insurance (2mil) * <input type="checkbox"/> vii. Work Injury Compensation Insurance * <input type="checkbox"/> viii. Connection to Landlord Power Supply <input type="checkbox"/> ix. Fire Alarm Isolation (R6) <input type="checkbox"/> x. Hot Work Permit (R4) <input type="checkbox"/> Working At Height permit attached (R9) <input type="checkbox"/>
Lockout-Tagout: _____ (Location) _____ (Equipment) _____ Period for the LOTO	
C) DECLARATIONS	
<b>TO BE COMPLETED BY APPLICANT :</b> I declare that I have duly authorised the said contractor to carry out the above works and fully agree to abide by all terms and conditions stated under Section E.  Signature: _____ Company Stamp: _____  Name: _____ Date: _____	
<b>TO BE COMPLETED BY CONTRACTOR:</b> I declare that the information given by me is true and accurate. I fully agree to abide by all terms & conditions stated, and further undertake to be fully responsible for the fire safety of the area which has been isolated as a result of the above-mentioned work.  Signature: _____ Date: _____ HP No: _____  Name (as in NRIC / Passport): _____ NRIC (last 4 digit)/Passport No: _____	
D) FOR OFFICIAL USE ONLY	
Building Management Office (BMO) ( ) Approved ( ) Not Approved  Name: _____ Signature / Date: _____	
<b>Special Instruction to Contractor:</b>  Note: To notify hotel should the work involve entering into hotel premises or affecting hotel/hotel guests	



E) TERMS & CONDITIONS	
1. The <b>Permit to Work</b> form must be submitted at least 7 days in advance for approval and is valid only for the duration of the work specified.	
2. The <b>Worker's List</b> must be completed and submitted together with this <b>Permit to Work</b> form for issuance of contractor passes by the Security Supervisor before the commencement of works. The contractor shall ensure that no illegal workers are working in the building. The landlord and/or its representatives reserve the right to remove workers or refuse entry to any worker at its discretion.	
3. The Applicant shall ensure full and strict compliance of the local regulations, such as Workplace Safety and Health (Risk Management) Regulations, Workplace Safety and Health Act (WHS), code of practice on environmental, health and safety etc. The Applicant shall hereby agree and undertake to reimburse <b>Corwin Holding Pte. Ltd.</b> and/or its representatives, for all claims and expenses plus a 15% admin fee that may arise as a result of the Applicant's non-compliance of the said Act and its regulations including any damages to the Landlord's property.	
4. This <b>Permit to Work</b> does not constitute approvals to design, method statements, submitted risk assessment, usage of materials / equipment or approvals from relevant authorities whatsoever. 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, e.g. fire alarm activation, all works shall cease immediately and Fire Command Centre be notified without delay.	
6. All work areas shall be properly barricaded and standard safety / warning signs shall be displayed at all times. (For renovation works, a copy of the approved <b>Permit to Work</b> must be displayed at the site entrance).	
7. Approved site protection of the common areas including the Service lift and washable filter protection for air-condition equipment (if applicable) must be in place before commencement of works.	
8. All works shall be confined to within the approved premises and no workers shall be permitted to loiter in other areas, or eat, smoke, litter and use the toilets (except the designated toilet) in the building. They are to comply to the CMO and Security instructions given. Any Power Supply connection to the building power supply is to be done with an 13A portable ELCB (no direct connection). This is to avoid tripping of building electrical power supply. Failure to comply will be resulted to fines as listed in the house rules.	
9. Duplication of keys drawn is strictly prohibited. Upon demand, keys must be returned immediately to the FCC or CMO. No keys shall be kept overnight by any external parties.	
10. All noisy works (eg drilling & knocking etc), work creating smell (eg painting, carpet gluing etc) and work that will affect the operation of common area are not allowed during the following timings: <div style="margin-left: 40px;"> Hotel floor    10.00 pm to 7.00 am (Daily) and subjected to Hotel approval.  Retail            10.00 am to 10.00 pm (Daily) </div>	
11. All doors to area of work shall be locked after completion of work or when leaving the work area.	
12. The workplace shall be kept clean, free of hazardous materials, and all debris shall be cleared at the end of the day.	
13. An administrative fee shall be charged to the applicant on the following: <div style="margin-left: 40px;"> a) S\$100 (excl GST) for loss of Contractor Pass/Access Card  b) S\$100 (excl GST) per occasion if failure to comply with any of the Do's &amp; Don'ts (including workers were found consuming food, smoking or littering in the building; use and dirty the toilets; loss of each key drawn; failure to return the key within the same day of work)  c) S\$500 (excl GST) Failure to remove bulky debris  d) S\$200 (excl GST) Failure to dispose of rubbish in designated area  e) S\$100 (excl GST) Failure to inform Landlord for any works carried out in the building </div>	
14. The applicant shall agree to indemnify <b>Corwin Holding Pte. Ltd.</b> on all incidents when submitting this application.	
15. Action will be taken against any non compliance of this permit.	

**Corwin Holding Pte. Ltd.**  
**c/o Jones Lang LaSalle Property Consultants Pte Ltd**  
 Centre Management Office 2  
 Serangoon Road  
 Tekka Place #07-58  
 Singapore 218227  
 T (65) 6718 4360  
[www.joneslanglasalle.com](http://www.joneslanglasalle.com)  
 Co. Reg. No.: 198004794D  
 Estate Agent Licence No.: L3007326E

### **CONTRACTOR'S WORKER LIST**

<b>TO BE COMPLETED BY THE REQUESTER</b>			
<b>Applicant's Company</b>			
<b>Person-in-Charge</b>		<b>Contact No</b>	
<b>Email Address</b>			

<b>Contractor's Company</b>			
<b>Person-in-Charge</b>		<b>Contact No</b>	
<b>Email Address</b>			

S/N	Workers Detail	NRIC/FIN/WP No. (last 3 digits for NRIC)	Mobile No	Work Permit Expiry Date

**We certified that the information given above is true.**

\_\_\_\_\_  
NAME & SIGNATURE

\_\_\_\_\_  
COMPANY STAMP & DATE

## Additional Terms and Conditions

1) The Licensee shall strictly comply with the following:

a) Height restriction for display fixtures

The Licensee shall ensure that the height of all fittings, fixtures (whether installed on the floor or on the perimeter built up) and merchandise within the Licensed Area shall not exceed 1,300mm except for the fixture housing the distribution board and where columns are present within the Licensed Area provided always any such fittings and fixtures shall be subject to the Licensor's prior review and written approval. The Licensee shall further ensure that a clear visual zone shall be achieved and maintained at all times during the Licence Period.

b) Merchandising

The Licensor shall be entitled to determine and from time to time modify the Licensee's standard of merchandising, presentation and communication materials. The Licensor shall have the right to require the Licensee's immediate removal of any exhibits and/or materials that may or shall, in the Licensor's opinion, cause embarrassment to, and/or prejudice and/or damage the goodwill and reputation of the Property or any of the tenants and/or licensees in the Property. The Licensee shall at all time comply with and meet such standards and requirements as may be required by the Licensor.

c) Power Supply

In accordance to the Energy Market Authority ("**EMA**") regulation, tenant and/or licensee who are using electricity supply for temporary construction or renovation works must comply with code of practice SS650. As such, any such work shall be inspected and approved by the Licensor's licensed electrical worker ("**Building LEW**") before commencement of any temporary works.

Licensee is not allowed to tap any available power source from other units or common area socket outlet or Licensor's power supply for their renovation works or charging their battery equipment. Licensee is also not allowed to use generator without EMA supply installation license without the approval from the Building LEW. Fee for inspection and turn-on of the Temporary Power Supply (32A 230V, for renovation works only) and the Permanent Power Supply (63A 400V, for business trading) is \$374.50 (inclusive of GST) and \$535.00 (inclusive of GST) respectively. For avoidance of doubt, the fee associate with the power turn-on shall be subjected to the unit rates provided by the Building LEW. Submission of SLD must be in PDF format with LEW endorsement & certification of compliance.

2) Application:

- a) All event content must be approved prior to any confirmed booking made. All applications shall be made on the prescribed application form attached and submitted to the Centre Management Office accompanied by a copy of business profile, insurance policy and detailed drawings. The purpose of the event is for temporary retail establishment ("pop up stores") and bazaar. Formal application forms are to be submitted **within 5 working days** upon tentative

Licensee

booking date via phone or email enquiry. Bookings shall be automatically released without further notice if no proper application form is received by the stipulated date.

- b) **Full** payment is required for all confirmed booking. Payment is to be submitted **within 5 working days** of tentative booking and/or as stipulated by the Licensor. Bookings shall be deemed cancelled and released to other applicants should there be no payment received by the stipulated deadline. In addition, a refundable security deposit of one month rental of unit **or** S\$1,500.00 for kiosk table booking will also be required (the “Refundable Deposit”) will be collected.
- c) No confirmation can be made for the rental of the premises until the Licensor has received **full** rental payment and approved **complete** submissions of the booking form and rental guide before the commencement of the License Period. All Permit to Work and Contractor’s Worker List as attached have to be submitted for the Licensor’s approval and endorsement for clearance **7 working days** prior to the commencement of the event.
- d) The Licensor may in its absolute discretion grant or refuse any application for use of the Event Space without assigning any reason.
- e) All payments made other than the Refundable Deposit are non-refundable. No change of date and / or refund of the booking fees will be allowed once a confirmed booking is made.
- f) Notwithstanding the prior approval from the Licensor, permission must be sought from the relevant authorities such as Public Entertainment License Unit (PELU) for Performances/Events/Shows, NEA for pre packed food, GSB of CID for organising of lucky draws and Composers & Authors Society of Singapore (COMPASS) for musical playback or performances. The Licensee shall be solely responsible for obtaining and maintaining throughout the License Period at its own cost and expense all the relevant approvals, licenses and permits required by law or any relevant authority to use the Licensed Area for the Permitted Use.
- g) If for any reasons, any relevant authorities decide to stop the Event or activities, Licensee must adhere to their decisions immediately. The Licensor will not be liable for any losses or damages incurred. The Licensee shall indemnify the Licensor for any loss or damage incurred as a result of any such stoppage.
- h) The Licensee shall not ask for donation from the public without the prior permission of the Licensor.
- i) The Licensee shall ensure that the Event and any sponsor(s) therefore are not in direct conflict of interest or in direct competition with Licensor’s business and the business of its major tenants. The Licensor reserves the right to immediately stop any activities without

Licensor

compensation to the Licensee if in the opinion of the Licensor is in direct conflict with the Licensor's business and the business of its major tenants.

3) Security:

- a) The Licensee shall be entirely responsible for the security, crowd control, safety and insurance of the Event, its exhibits and the properties, which is the property of the Licensor, during the period of the Event.
- b) The Licensee shall be entirely 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. Queues and promoters must not obstruct any passageways within the building.
- c) The Licensee shall be entirely responsible for the use of its own exhibits, equipment and properties and such like apparatus and shall be liable for claims for any damage, loss, theft, injury or death suffered by reason or arising from or in connection with its use.
- d) The Licensee shall ensure that no damage be done to the flooring, fittings and fixtures or any other parts of the Event Space.
- e) All stock items must be kept neatly at all times. Any flattened carton boxes, unused items must be discarded to bin centre (next to loading bay) immediately from the Event Space by the Licensee.
- f) This Licensee does not confer any right to use any space outside the licensed area.

4) Setting Up and Dismantling:

- a) Fabrication of any exhibits, structures, display materials or any form of apparatus (the 'Structures') shall not be permitted on the Event Space unless with approval. The maximum height restriction of any panel or booth is 1,500mm.
- b) Licensee must submit a detail workers' list to the Licensor prior to the set up. All workers are required to exchange for passes at Fire Command Centre at L1 before commencing their setting up and dismantling work. Workers must abide to the house rules of the Building. The Licensee's representative will have to contact the Fire Command Centre of the Building to carry out a takeover of the area before any setup work starts.
- c) The Licensee shall provide its own lighting for the installation and dismantling works.

Licensee

- d) Backdrop support panels and structures must be neatly covered with structural endorsement wherever necessary and / or determined by the Licensor.
  - e) All wires must be taped down securely and neatly, not crossing any pedestrian paths. Any open connections must be sealed neatly and securely.
  - f) The Licensee 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 Structures. The Licensee shall exercise all necessary safety precautions during the setting up and dismantling of the Structures.
  - g) The Licensee shall provide adequate protection to the floor and other existing structures of the Event Space during the setting up and dismantling of the Structures. The base of all the Structures must be padded with carpet to prevent scratching or staining the floors (not applicable).
  - h) The setup of the Event shall be in accordance with the submitted plan as approved by relevant authorities and the Licensor. Any unauthorized / illegal Structures or display set up otherwise will be removed without notice and all costs incurred in such removal shall be borne by the Licensee.
  - i) Contractors are only allowed to use Service Lifts:  
Main Block – FL1 and FL2  
Internal of Car: 1,500mm (W) x 2,700mm (D) x 2,400 (H)
  - j) The Licensor reserves the right to sell, dispose or destroy as it may think fit any property so left by the Licensee. Any cost incurred in so doing shall be fully borne by the Licensee. No claim of damages, losses, cost, expenses, or otherwise whatsoever shall lie against the Licensor on account of such sale, disposal or destruction.
  - k) The Event Space must be cleaned, and all floor stains and rubbish must be removed after dismantling and before handing over, failing which the Licensor will proceed with the cleaning/removal at the cost of the Licensee, which may at the option of the Licensor be deducted from the Refundable Deposit.
  - l) The cost incurred in the above paragraphs j and k will be borne by the Licensee.
- 5) In the event that the Licensee does not comply with the Additional Terms and Conditions as aforesaid, the Licensor may, (but shall not be obliged to) take such steps as it may deem necessary to rectify such breach by the Licensee. Such rectification by the Licensor shall not constitute a waiver of the Licensee's breach of this License and is without prejudice to any other right of action available to the Licensor against the Licensee hereunder.

Licensor
Licensor



## Annex 2 Terms and Conditions of License

This grant of a Licence is subject to the following terms and conditions:

### Licensed Area

- (a) The Licensee shall accept the Licensed Area on an “as is, where is” basis as at the commencement of the Licence Period.
- (b) This Licence does not confer any right to use any space outside the Licensed Area.
- (c) This grant constitutes a Licence and shall not create a tenancy or give the Licensee exclusive right to the occupation of the Licensed Area. The legal right to possession and control over the Licensed Area remains vested in the Licensor throughout the Licence Period.
- (d) The Licensee shall be allowed access into and egress from the Licensed Area for the sole purpose of the Authorised Purpose only.
- (e) The Licensor and/or its agent shall have the right to enter into the Licensed Area at any time during the duration of the Licence for inspections.

### Deposit

- (f) The Deposit is payable in accordance with the payment schedule described in the Particulars hereinabove, which the Licensor may (but shall not be obliged to) apply in or towards the making good of any loss or damage sustained by the Licensor as a result of a default by the Licensee and any expense incurred in good faith by the Licensor in making good the loss and damage, in any manner as may be determined by the Landlord. The Deposit shall be forfeited if this Licence is terminated (i) by the Licensee prior to the expiry date for whatsoever reasons and/or (ii) by the Licensor due to breach of any terms herein by the Licensee.
- (g) Subject to the due performance and observance of the terms and conditions of this Licence by the Licensee, the Deposit shall be refunded to the Licensee, free of interest, after the expiry of the Licence Period within sixty (60) days upon satisfactory completion of the required refund documents and GTO sale submission.

### Licence Fee

- (h) The Licence Fee for the Licence Period shall be paid in accordance with the payment schedule described in the Particulars hereinabove. The Licence Fee is non-refundable should the licence be terminated (i) by the Licensee prior to the expiry date for whatsoever reasons and/or (ii) by the Licensor due to breach of any terms herein by the Licensee.
- (i) The Licensee shall deliver to the Licensor not later than seven (7) days after the last day of each month and not later than seven (7) days after the expiration or earlier determination of the Licence Period, a statement of the Gross Sales Turnover (“**GTO**”) of that month with breakdown itemised

Licensor

on a daily basis. The GTO report for the Licensed Area shall be certified by an authorised personnel and in accordance with the attached format in Annex 3 via email to [advertising@tekkaplace.sg](mailto:advertising@tekkaplace.sg).

- (j) For the avoidance of doubt, the Licensee's obligation to submit the GTO report are in addition to its obligations to submit the GTO statements through the Mall Point of Sales (POS) System (if implemented). (Not applicable)

### **Operating Hours**

- (k) The Licensee shall keep the Licensed Area open for business daily during the Opening Hours of 10am to 10pm. If the Licensee fails to open the Licensed Area for business during the Opening Hours for a continuous period of seven (7) days for whatever reason, this will constitute a fundamental breach which will entitle the Licensor to re-enter the Licensed Area and terminate this Licence.

### **No Sub-Licence, Disposal, etc.**

- (l) This grant is personal to the Licensee. The Licensee shall not, without the prior consent in writing of the Licensor, transfer or assign this licence or in any way encumber its rights or obligations or interests in this Licence or the Licensed Area or any part thereof or in any way dispose of or part with or share possession, usage or occupation of the Licensed Area or any part thereof with any other company, entity and/or person(s) who is not a party to this Licence. In the event of a breach of this condition, this License shall at the option of the Licensor forthwith be determined and the Licensee shall forthwith surrender the Licensed Area to the Licensor reinstated to its original condition.

### **Taxes**

- (m) All goods and services tax, stamp duty and all other taxes in relation to this Licence (if applicable) and any other sums payable hereunder shall be borne by the Licensee.

### **Maintenance of Licensed Area**

- (n) The Licensee shall at its own expense and cost, keep all features, fixtures and fittings in the Licensed Area properly maintained. The Licensee shall attend to and repair/rectify all damage and defects arising within seven (7) days of the Licensor's notice to do so failing which the Licensor shall have the right to rectify the same and all costs and expenses so incurred shall be borne by the Licensee. The Licensee shall be responsible for obtaining and keeping in force all governmental approvals, licenses and permits necessary for the conduct of the Authorised Purpose at the Licensed Area and for ensuring that the terms and conditions of such approvals, licenses and permits are strictly adhered to and shall indemnify the Licensor against any consequences or proceedings arising from the Licensee's default in complying with the provisions herein.

Licensor
Licensor

- (o) The Licensor and/or its agent(s) shall not be responsible for any loss or damage to and items/goods stored or kept in the Licensed Area.
- (p) The Licensee is to implement every reasonable precaution against outbreak of fires and comply with all safety recommendations. The Licensee is to keep in effect an adequate public liability insurance policy of not less than S\$1,000,000 and to insure all goods/items belonging to or held in trust by the Licensee in the Area against loss or damage by fire flood or water. All policies of insurance liable or required to be effected by the Licensee hereunder shall be taken out with substantial and reputable insurance companies or such insurers as the Licensor may, at its discretion, specify from time to time. The Licensee will in respect of any policy of insurance to be effected by the Licensee hereunder if required by the Licensor forthwith produce to the Licensor the policy of insurance and the receipts for payment of the latest premium of such insurance. The Licensee will not at any time during the said term do or permit or suffer to be done any act matter or thing upon the Licensed Area whereby any insurances in respect thereof or the Property may be vitiated or rendered void or voidable or (except with the approval in writing of and subject to any conditions specified by the Licensor) whereby the rate of premium on any insurance shall be liable to be increased.
- (q) The Licensee shall keep the Licensed Area clean, neat and tidy at all times during the Licence Period and further to be responsible for engaging its own cleaning contractor, approved by the Licensor, to carry out cleaning work for the Licensed Area.

#### **Indemnity and Liability**

- (r) The Licensee shall indemnify the Licensor or its agent(s) from any and all third party claims and against all loss and damages suffered by the Licensor due to or arising from this Licence.
- (s) The Licensee shall indemnify the Licensor against all legal costs and fees incurred by the Licensor in connection with the enforcement of any provision of this Licence on a full indemnity basis.
- (t) The Licensor shall not be liable to the Licensee or its agents/servants/invitees for any damage, injury or loss suffered by the Licensee due to any circumstances whatsoever occurring or arising.

#### **Termination of Licence**

- (u) The Licensor may terminate this Licence at any time upon the giving of **one (1) week** prior written notice to the Licensee. The Licensor may, but shall not be obliged to, offer an alternative area equivalent to the Licensed Area to the Licensee for the Authorised Purpose, on equivalent terms as this Licence. For avoidance of doubt, any costs incurred as a result of the Licensee's acceptance or rejection of such alternative area (including without limitation removal, reinstatement and reinstallation costs) shall be borne by the Licensee.
- (v) Notwithstanding the foregoing, the Licensor may terminate this Licence immediately upon the breach by the Licensee of any of the terms herein.

Licensee

### **Reinstatement**

- (w) Immediately prior to the expiration or sooner determination of the Licence, the Licensee shall reinstate the Licensed Area to its original condition as at the date of handover to the satisfaction of the Licensor. If the Licensee shall fail to reinstate the Licensed Area as aforesaid, the Licensor may restore the same and recover from the Licensee the reasonable costs of such reinstatement together with all Licence Fees and other amounts which the Licensor would have been entitled to receive from the Licensee had the period within which such reinstatement is effected been added to the Licence Period.

### **Nuisance, etc.**

- (x) The Licensee shall not do anything in the Licensed Area which is or may become or cause a nuisance, annoyance, disturbance, inconvenience or damage to the Licensor or its other tenants or occupiers of the Property or to the owners, tenants and occupiers of adjoining and neighbouring properties.
- (y) The Licensee shall not use the Licensed Area for any dangerous, noisy or offensive trade or business nor for any illegal or immoral act or purpose.

### **Confidentiality**

- (z) The terms of this License, all communications, negotiations, discussions and correspondences between the Licensee and the Licensor and any matter or information in relation to this Licence are strictly confidential and the Licensee must not disclose any detail to a third party without the Licensor's prior written consent.

### **Governing Law and Dispute Resolution**

- (aa) This Licence shall be governed by the laws of Singapore, and parties submit to the non-exclusive jurisdiction of the courts of Singapore.

### **Third Parties**

- (bb) A person who is not a party to this Licence has no right under the Contracts (Rights of Third Parties) Act (Cap. 53B) to enforce any term of this Licence.

Licensee

### Annex 3

### GTO Report

#### TENANT DAILY SALES REPORT



Mail Tekka Place

Company Name : \_\_\_\_\_

Shop Name : \_\_\_\_\_

Unit Number : \_\_\_\_\_

Month of : \_\_\_\_\_

Date	GTO SALES ( = NETT Sales + All Other Sales + Service Charge - Discount)	Remarks (If Any)
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
31		
<b>TOTAL (Without GST):</b>	<b>\$</b>	

We confirm that the following GTO Sales (without GST) for the month of \$S\_\_\_\_\_ is correct.

Name of Authorised Officer :	
Designation :	
Contact Number :	
Email Address :	
Signature/	
Company Stamp :	