

Jones Lang LaSalle Property Consultants Pte Ltd

DEPOT HEIGHTS SHOPPING CENTRE EVENT SPACE BOOKING GUIDE

Jones Lang LaSalle Property Consultants Pte Ltd
1 Paya Lebar Link #10-08 Paya Lebar Quarter, Tower 2
Singapore 408533
Company Reg No. 198004794D CEA Licence No. L3007326E

T +65 6220 3888
W jll.com.sg



DEPOT HEIGHTS EVENT SPACE BOOKING GUIDE

Thank you for your interest in renting our event spaces. 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
- ✓ Rental Rate of Event Space
- ✓ Location of Event Space
- ✓ Important Phone Numbers
- ✓ Floor Plan Layout of Event Space
- ✓ Application Form
- ✓ Contractor's Worker Form
- ✓ Terms & Conditions
- ✓ Permit to Work Form

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. **Tentative booking is only valid for 7 working days** or deadline as stipulated by the Property Manager.
3. Confirmed booking may be made by submitting the following document to our Headquarters at **1 Paya Lebar Link, Paya Lebar Quarter 2 #10-08, Singapore 408533**:
 - a) Completed Event Space Rental Application Form;
 - b) A copy of your Registration of Company (ROC) / Business Certificate (ACRA);
 - c) A cheque payment of the **Full** rental amount payable to "**HDB**";
 - d) A copy of the content approval;
4. Submit the following documents **2 months** prior to the setting up of the event:
 - a) *Relevant Authorities Approval Letter such as SFA, PELU, SCDF etc;
 - b) Contractor's Worker List; and
 - c) Permit to Work; Risk Assessment; Method Of Statement
 - d) Public Liability Insurance
 - e) 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:

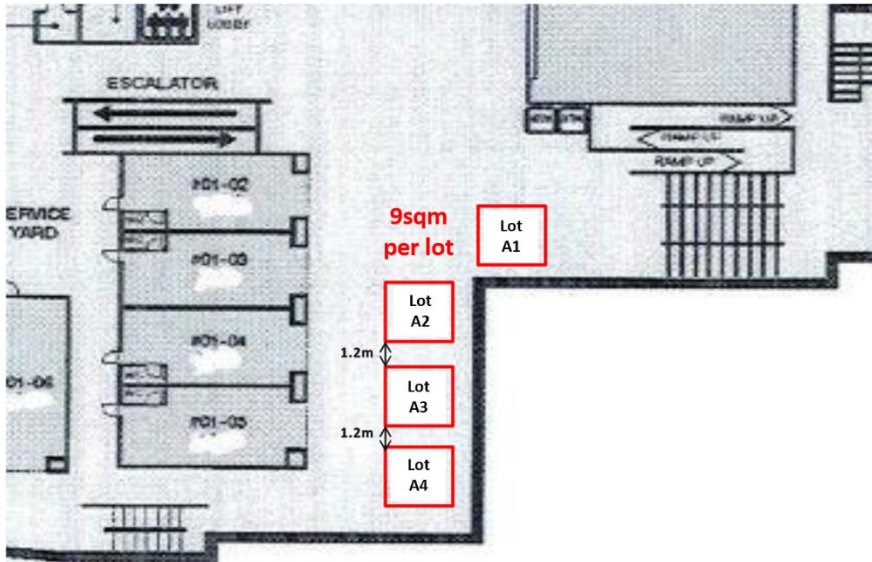
Location	Est. Area (sm) [#]	Weekday Slot		Weekend Slot		Weekly Slot	
		(Mon to Thu)		(Fri to Sun)		(Mon to Sun)	
Sheltered & Non-Air Con							
Level 1 Indoor							
Lot A1, Lot A2, Lot A3, Lot A4	9 sqm (Per Lot)	\$40.00		\$30.00		\$70.00	
Lot A	27 sqm (One Lot)	\$120.00		\$90.00		\$210.00	
Lot A5	18 sqm (One Lot)	\$80.00		\$60.00		\$140.00	
		Weekly		Monthly			
Non-Sheltered & Non-Air Con		Non-Peak	Peak	Non-Peak	Peak		
Level 1 Outdoor (Open Space)	36 sqm (One Lot)	\$100.00	\$270.00	\$110.00	\$300.00		
*Peak Period: Jan, Feb, Jun, Nov, Dec							
Others:							
Power Point (13 amp SSO)	\$10 per point per day						

*Rental rates are subject to review from time to time

[#]Area stipulated above is subject to changes made by the Landlord as and when the need arises

LOCATION OF EVENT SPACE

A) Level 1 Concourse – Event Space is available for rental as highlighted below:

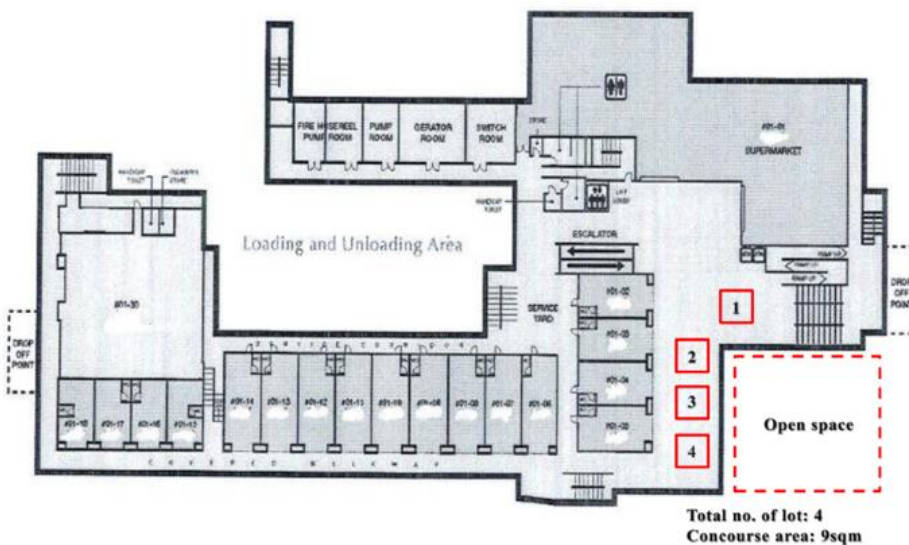


Level 1 Indoor

- Usable Floor Area: 9m² (per lot)
- Air con, sheltered
- Available as 4 separate lots

Lot A (A2 + A3 + A4)

- Usable Floor Area: 9m x 3m = 27 m²
- Available as 3 combined lots
- **Lot A5**
(Lot A2 + A3 OR Lot A3 + A4)
- Usable Floor Area: 6m x 3m = 18 m²



Level 1 Outdoor (Open Space)

- Usable Floor Area: 6m x 6m = 36m²
- Non-air con, unsheltered
- Available as whole lot

IMPORTANT PHONE NUMBERS

Depot Heights Event Space Information

(For questions related to the application process)

Office Hours Only (Mon – Fri from 0900 to 1700 only)

Management Office **6274 6747** / helpdesk.cmsone@ap.jll.com

For emergency and workers registration arrangements

Building Manager: Jeremy Yeo / 9010 8755 / Jeremy.Yeo@jll.com

Property Officer: Deepak / 8767 9270 / Deepak.Sawhani@jll.com

DEPOT HEIGHTS EVENT SPACE RENTAL RULES

*** Please refer to the Application Form, Terms & Conditions for complete regulations.**

- All event content must be approved prior to any confirmed booking made.
- Tentative booking may be enquired via phone or email for availability. Thereafter, formal application form have to be submitted within **7 working days** upon tentative booking and / or any required date as stipulated by the Property Manager.
- Bookings shall be automatically released without further notice if no application form is received by the stipulated date.
- Occupiers are required to submit the layout plans together with the application form for Property Manager's endorsement and clearance prior to the commencement of the event.
- Plans submitted to the Property Manager shall include detailed layout drawings (showing dimensions and type of materials used), a 3D perspective layout design of event set up and all necessary authorities clearance, if required.
- **Full rental payment** is required to be attached with the application form for confirmed booking.
- **No change of date will be allowed once a confirmed booking is made.**
- Event **set-up can start from 2200hr (one day in advance of the booking date) to 1000hr** and **Tear down can only start from 2200hr (on the last day of the event) and must complete by 0800hr after the day of the event.**
- Rental space area given can only be serve as a guide. Actual site measurement is to be taken by Occupiers prior to actual set-up on site. The area stipulated is subject to changes from time to time at the Landlord's discretion.
- Music is only allowed at the Event Space, subject to prior approval obtained from the Landlord. Volume of the sound system must be limited to 65 decibel or lower.
- The maximum height restriction of any fixtures (eg. panel, booth or fixtures etc.) at the Concourse is 1.8m.
- No naked flame activities is allowed at the Event Space(s) of Depot Heights.
- **Carpets are required** to be laid prior for any set up so as to protect the existing floor tiles in the common area of Depot Heights.
- Tenants shall ensure that the use of the Event Space for sale of merchandise/trade is based on the approved permitted use in their Tenancy Agreement. Non-tenants shall use the Event Space based on the submitted use in the application form.

APPLICATION FORM FOR RENTAL OF EVENT SPACE AT DEPOT HEIGHTS																											
PART 1 : APPLICANT DETAILS																											
Company Name:			Mailing Address: <div style="text-align: right;">Postal Code</div>																								
Business Registration No: (Attach ROC)																											
Shop Unit at Depot Heights:			Business Trade:																								
Name in Full:			Tel :																								
NRIC No (Last 3 digits) :			HP :																								
Designation:			Email :																								
PART 2 : EVENT DETAILS																											
Type of Event <i>(Pls Tick Accordingly)</i> :																											
<input type="checkbox"/> Family & Home <input type="checkbox"/> Fashion & Beauty <input type="checkbox"/> Wine & Dine <input type="checkbox"/> Music & Movies <input type="checkbox"/> Health & Fitness <input type="checkbox"/> Government Department <input type="checkbox"/> Tertiary Institution <input type="checkbox"/> Others (Please Specify: _____)																											
Supported By (Government Agency, if any):			Any GOH or VIP invited (fill in names, if any):																								
Full Description of Event (eg: Official Name of Event, Event website, Expected Attendance) :																											
Location of Event Space <i>(Pls Tick Accordingly)</i> :		<input type="checkbox"/> Indoor – 9 m ² per lot <input type="checkbox"/> Lot A (A2 + A3 + A4) <input type="checkbox"/> Lot A1 <input type="checkbox"/> Lot A-2 <input type="checkbox"/> Lot A-3 <input type="checkbox"/> Lot A-4 <input type="checkbox"/> Lot A5 (please specify: A2 + A3 / A3 + A4)			<input type="checkbox"/> Outdoor (Open Space) – 36 m ² <input type="checkbox"/> Full Lot																						
<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>S/N</th> <th>Area</th> <th>Rental Dates</th> <th>Rental Days</th> <th>Total No. of Days</th> <th>Rate</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>							S/N	Area	Rental Dates	Rental Days	Total No. of Days	Rate	Total	1							2						
S/N	Area	Rental Dates	Rental Days	Total No. of Days	Rate	Total																					
1																											
2																											
Utility Charges (Pls tick if applicable)						Total																					
Electricity (13 amp SSO)		\$10 per day per point	<input type="checkbox"/> Yes Qty: () <input type="checkbox"/> No																								
Total Available Qty: 3																											
Payment cheque is to be made payable to "HDB", upon confirmation of the booking					Grand Total	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>																					
					GST	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>																					
					Final Amount Payable	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>																					

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 the above location.

Please find attached Cheque No: _____ for the amount of \$_____ for the booking of the event space.

Signature : _____ Date : _____

PART 3 : FOR OFFICIAL USE

Event Space Rental :

Utility Charges :

GST :

Total Amount Payable :

Cheque No. :

Bank :

Date of Payment :

Receipt No. :

Verified & Collected By:

CONTRACTOR'S WORKER LIST

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

Contractor's Company			
Person-in-Charge		Contact No	
Email Address			

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

**TERMS AND CONDITIONS GOVERNING THE
USE OF EVENT SPACE (S) AT DEPOT HEIGHTS SHOPPING CENTRE**

(Herein referred to as the Terms and Conditions)

(Updated: October 2020)

Definitions

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

'Agreement'	the terms and conditions comprised herein.
'Building'	as defined in Part 2 of the Application Form for Rental of Event Space (or such other name as may be decided by the Landlord and approved by the relevant authorities)
'Owner'	HDB , includes its authorized representatives, legal successors and assigns.
'Occupier'	Persons, firms or companies (each of which is herein called the) applying for a licence to use the event space (s) at the Space.
'Property Manager'	JONES LANG LASALLE PROPERTY CONSULTANTS PTE LTD , the property manager appointed by and acting for and on behalf of the Owner, and includes its authorised representatives, legal successors and assigns.
'Space'	as defined in Part 2 of the Application Form for Rental of Event Space
'Event'	any promotion, exhibition, fair or show

1 Application

- 1.1 Event content must be approved prior to any tentative booking made. All applications shall be made on the prescribed application form attached and submitted to the Building Management Office accompanied by a copy of business profile and detailed drawings. Application forms are to be submitted within 3 working days upon tentative booking date via phone or email enquiry. Tentative bookings will be released without further reference if no proper application form is received by the stipulated date.
- 1.2 **Full** payment is required for all confirmed booking. Payment is to be submitted within 7 working days of tentative booking and/or as stipulated by the Property Manager. Bookings shall be deemed cancelled and released to other applicants should there be no payment received by the stipulated deadline. Only crossed cheque payable to "**HDB**" is accepted as representing the full payment of the total charges of the rental of the event space.
- 1.3 No confirmation can be made for the rental of the premises until the Property Manager has received and approved full rental and complete submissions as per paragraph 1.1 above and all Permit to Work Submissions.
- 1.4 The Owner may in its absolute discretion grant or refuse any application for use of the Event Space without assigning any reason, and in such event, the rent chargeable shall be pro-rated and refunded to the applicant (if applicable).
- 1.5 Compulsory opening hours are between 11am to 9pm daily (inclusive of weekends and public holidays with the exception of the 1st and 2nd day of the Chinese Lunar New Year). Rental of Event Spaces will be pro-rated accordingly for the 2 stipulated days if the Occupier chooses not to operate. The Occupier can choose to extend their opening hours from 8am to 11am (optional). Other proposed extension of operating hours must be in writing and is subject to the Owner's approval.
- 1.6 Notwithstanding the prior approval from the Owner, permission must be sought from the relevant authorities such as Public Entertainment License Unit (PELU) for performances/Events/Shows, SFA for pre packed food, GSB of CID for organising of lucky draws and Composers & Authors Society of Singapore (COMPASS) for musical playback or performances.
- 1.7 If for any reasons, any relevant authorities decide to stop the Event or activities, Occupiers must adhere to their decisions immediately. The Owner and the Property Manager will not be liable for any losses or damages incurred. The

Licensee shall indemnify the Owner and Property Manager for any loss or damage incurred as a result of any such stoppage.

- 1.8 Exhibition panels, tables, chairs, sound systems, lightings or any apparatus required by the Occupier shall be provided by the Occupier at its own cost and expenses.
- 1.9 Plans submitted to the Property Manager shall include detailed layout drawings, showing dimensions and type of materials used, and a 3D perspective layout design of event set up.
- 1.10 Occupiers are required to submit the plans together with the application form for the Property Manager's endorsement for clearance not less than 7 working days prior to the commencement of the Event.
- 1.11 Event space Occupiers are to send in a detailed program schedule (if any), for Property Manager's clearance not less than 7 working days prior to the commencement of the Event.
- 1.12 Permit to Work and Contractor's Worker List as attached have to be submitted at least 7 working days for Property Manager's approval prior to the commencement of the Event.
- 1.13 The Owner may, at its discretion, impose specific periods for the rental of the event space for certain operators and/or trades. Charges for use of the space will be pro-rated accordingly. The Owner reserves the right to allocate the slots based on its own discretion without stating any reason.

2 Rental Charge

- 2.1 No refund or change of booking date shall be accepted once a confirmed booking is made for the event space. All other related cost including the setup fee shall be borne by the Occupier.
- 2.2 All cheques should be crossed and made payable to "HDB".
- 2.3 Any cancellation must be made in writing. Refund of all monies and free of interest, which have been paid in advance will be made upon receiving proper notice from the vendor – subject to the following deductions:-

Rental Type	Cancellation Notice Period	Amount to refund
Event Space	14 calendar days or less	No refund
	More than calendar 14 days, less than 30 calendar days	50% of total rental charge
	More than 30 calendar days	Full refund

3 Security

- 3.1 The Occupier 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 Owner, during the period of the Event.
- 3.2 The Owner 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.
- 3.3 The Occupier 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.

4 Insurance, Liability and Risk

- 4.1 The Occupier 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. The Occupier is to ensure that its own exhibits, equipment and properties are fully insured at its own costs.
- 4.2 The Occupier shall keep the Owner and the Property Manager fully indemnified from and against all claims, demands, actions, losses, costs and expenses (including costs on a solicitor and client basis) of any nature whatsoever which the Owner and the Property Manager may suffer or incur in connection with loss of life, personal injury and/or damage to property howsoever caused arising from or in connection with the Event and the use of the Event Space by the Occupier.

- 4.3 Without excluding, limiting or in any way affecting the Occupier's obligation and liability to indemnify the Owner and the Property Manager, the Occupier shall at its own cost take out and maintain all appropriate insurance including and adequate public liability insurance policy against claims for personal injury, death, property damage or loss arising out of or in connection with the Event.

5 Usage of Event Space

- 5.1 The Event Space shall not be used for any manner which in the opinion of the Owner (in this regard, the opinion of the Owner shall be final, conclusive and binding on the Occupier) may become a nuisance or may give cause for complaint from other occupants of the Building or the public. The Owner shall have the right to terminate the whole of any Events which it deems unacceptable and no claims for damage, losses, cost, expenses or otherwise whatsoever shall lie against the Owner and the Property Manager on account of such termination. The Event Space shall not be used for any gathering or activity, which is considered to be political or religious in nature.
- 5.2 The Occupier shall not put up any advertisement in any part of the Event Space without the prior permission of the Property Manager. No distribution of flyers/pamphlets is allowed outside the allocated event space.
- 5.3 No additional apparatus or fittings of any kind shall be attached to or used in conjunction with existing ones without prior permission of the Property Manager.
- 5.4 The Occupier shall ensure that the Event Space are kept clean at all times, from the commencement of installation works to final dismantling.
- 5.5 Events shall end no later than 10pm daily.
- 5.6 The Occupier shall comply with all instructions given by the Property Manager regarding the setting up and dismantling or removal of the exhibits, structures, display materials and apparatus, the layout, conduct, management and organisation of the Event. Where structure safety is concerned, Owner reserved the rights to impose Professional Engineer's endorsement wherever the need arises and subject to a case by case review by the Owner. As a general rule of thumb, all overhead and overhanging structure must be accompanied by Professional Engineer's endorsement and where necessary, with a certificate of supervision signed by the Professional Engineer.
- 5.7 The Occupier shall ensure that no damage be done to the flooring, fittings and fixtures or any other parts of the Event Space.
- 5.8 The Occupier shall not ask for donation from the public without the prior permission of the Property Manager.
- 5.9 Usage of audio amplifier system shall only be allowed on a case by case basis. All stage programs and audio usage can only be carried out between 10am to 10pm daily. Volume of the sound system must be limited to 65 decibel.
- 5.10 All stock items must be kept neatly at all times and must not cause any obstruction or be of a nuisance to the public. Any flattened carton boxes, unused items must be discarded immediately from the Event Space by the Occupier.
- 5.11 The Occupier acknowledges that the Event is to be held in conjunction with the normal operations of the Building and the business activities of its tenants (including without limitation repair, maintenance or renovations) and accordingly the Occupier shall raise no objections to, nor shall the Owner or Property Manager be liable for, any disruptions or otherwise interruptions caused to the Event as a result of such normal operations and business activities.
- 5.12 The trades stated below are NOT ALLOWED at the Event Space:-
a) Illegal items
b) Sale of animals or livestock
c) Naked flame activities
d) Marketing/Financial Services (eg. Investment/Credit Card/Insurance)
- 5.13 The Occupier shall wear identification cards showing their company's name/logo at all times during the Event.
- 5.14 Tenants shall ensure that the use of the Event Space for sale of merchandise/trade is based on the approved permitted use in their Tenancy Agreement. Non-tenants shall use the Event Space based on the submitted use in the application form.
- 5.15 The Occupier must comply with the height restriction for any structure erected within the Event Space. The maximum height restriction of any fixtures (eg. panel, booth or fixtures etc.) at the Community Plaza is 1.8m, and at the Atrium Space is 1.5m.
- 5.16 No heavy fixture or structure is permitted to be placed on the water feature at the Community Plaza.

5.17 The Occupier must comply with the respective noise regulations during the entire booking period, inclusive of set up.

6 Approval

- 6.1 The Occupier shall not put up any event or promotion that is contrary to the permitted use in the Event Space, unless written permission is granted and issued by the Property Manager. Any inconsistency shall be penalised and the Property Manager reserves the right to refrain or bar the Occupier from future Event(s).
- 6.2 The Occupier shall ensure that the Event and any sponsor(s) therefor are not in direct conflict of interest or in direct competition with Owner's business and the business of its major tenants. The Property Manager reserves the right to immediately stop any activities without compensation to the Occupier if in the opinion of the Owner is in direct conflict with the Owner's business and the business of its major tenants.
- 6.3 There shall be strictly no sub-letting or assignment of application or otherwise sharing of the Event Space whatsoever by the Occupier during the Event. In the case of breach or non-compliance by the Occupier, the Owner may terminate the Event by the Occupier and the Occupier shall vacate the Event Space immediately by handing over the rented space to the Property Manager. In such case, the Owner shall forfeit the full Rental Charge paid.
- 6.4 The Occupier shall ensure that the Event has been duly approved by the relevant authorities and shall submit documentary proof thereof to the Property Manager at least (7) days (unless otherwise agreed by the Owner) before the commencement date of the Event. If such approval are not obtained and submitted to the Property Manager within the said period, the Event shall be deemed to be cancelled and full Rental Charge paid shall be forfeited.
- 6.5 There shall be no exclusivity of trade given to the Event or Event Space Occupiers. The Property Manager will not manage any conflict of interest among all Occupiers.

7 Setting Up and Dismantling

- 7.1 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.
- 7.2 The Occupier may set up its event fixtures/furniture etc. at the Event Space from 2200hr (one day in advance of the booking date) to 1000hr. One day rental fee will be charged for every additional day of set up before the commencement date.
- 7.3 Occupier is required to submit a point of contact (Occupier's representative) for ease of arranging a takeover of the area before the set up.
- 7.4 All dismantling and removal of event fixtures/furniture etc. can only begin from 2200hr on the last day of the event and must be completed by 0800hr after the day of the event. Additional charges will be imposed if the Occupier fails to remove their goods after the rental period.
- 7.5 Occupier must submit a detail workers' list to the Property Manager prior to the set up. Workers must abide to the house rules of the Building.
- 7.6 The Occupier shall provide its own lighting for the installation and dismantling works.
- 7.7 Backdrop support panels and structures must be neatly covered with structural endorsement wherever necessary and / or determined by the Owner.
- 7.8 All wires must be taped down securely and neatly, not crossing any pedestrian paths. Any open connections must be sealed neatly and securely.
- 7.9 The Occupier 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 Occupier shall exercise all necessary safety precautions during the setting up and dismantling of the Structures.
- 7.10 The Occupier 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.
- 7.11 The Event Space is required to be carpeted for the entire rental period (unless with Owner's written prior consent not to). The cost for carpeting shall be borne by the Occupier.

- 7.12 The setup of the Event shall be in accordance with the submitted plan as approved by relevant authorities and the Owner. 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 Occupier.
- 7.13 The Occupier shall:-
- (a) Indemnify and keep the Owner and the Property Manager 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 Owner and the Property Manager may suffer or incur in connection with the aforesaid setting up and dismantling works; and
 - (b) Make good all damage to the Event Space arising or resulting from the aforesaid setting up and removal works.
- 7.14 The Occupier is required to reinstate the Event Space to its original state when the rental period is over and when there are damages due to fire, vandalism, explosion, etc. the costs of reinstatement will be borne by the Occupier.

8 Handover of Event Space

- 8.1 A joint inspection of the Event Space shall be arranged with the Occupier's representative prior to the commencement of the installation works and following the completion of all dismantling and removal works. The Occupier's representative will need to contact the Property Manager to sign on the Take-over / Hand-over form.
- 8.2 All property (including Structures) belonging to the Occupier must be removed from the Event Space no later than 8am the next day, after the termination of the event period. The Owner reserves the right to sell, dispose or destroy as it may think fit any property so left by the Occupier. Any cost incurred in so doing shall be fully borne by the Occupier. No claim of damages, losses, cost, expenses, or otherwise whatsoever shall lie against the Owner and the Property Manager on account of such sale, disposal or destruction.
- 8.3 Any damages caused to the Event Space, existing apparatus and fittings etc. by the Occupier, its representatives or any persons in connection with the Event shall be rectified by the Occupier within seven (7) days (unless otherwise agreed by the Property Manager) from the last day of the Event, failing which the Property Manager shall proceed with the rectification works at the cost of the Occupier.
- 8.4 The Event Space must be cleaned, and all floor stains and rubbish must be removed after dismantling and before handing over, failing which the Property Manager will proceed with the cleaning/removal at the cost of the Occupier.
- 8.5 The cost incurred in the above paragraphs 8.2, 8.3 and 8.4 will be borne by the Occupier.

9 Termination of Agreement

- 9.1 In the event of breach or non-compliance by the Occupier of any Terms and Conditions herein mentioned, the Owner shall have the right to terminate the agreement and the Occupier shall vacate the Event Space immediately, in which case full Rental Charge paid shall be forfeited.
- 9.2 The Owner may in its absolute discretion at any time prior to or during the Event and without assigning any reasons whatsoever, determine forthwith that the agreement be terminated and the Occupier (if already in occupation of the Event Space) shall vacate the Event Space immediately. In such case, Owner shall refund the Occupier the balance of the Rental Charge after deduction of the pro-rated Rental Charge for the use of the Event Space prior to determination. The Occupier agrees that in the event of such Determination the Occupier shall have no claim whatsoever against the Owner for damages, losses, cost, expenses or otherwise whatsoever.
- 9.3 In the event of any determination or termination of the Agreement, the Occupier (if already in occupation of the Event Space) shall hand over the Event Space immediately to the satisfaction of the Owner or the Property Manager, as stipulated under paragraph 8 of this document.

10 No Assignment by the Occupier

The Licence herein is personal to the Occupier and the Occupier shall not have the right, power or authority to assign or otherwise transfer any of its rights under this Agreement and any purported assignment, sub-license or transfer by the Occupier of its rights under the License shall be void and of no effect as against the Owner.

11 Assignment by the Owner

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

12 Modification/Addition

The Owner and the Property Manager reserves the right to modify or add to the Terms and Conditions stated herein and the Occupier shall be deemed to have agreed to such changes.

13 Relocation

The Owner reserves the right to designate another space of comparable size within the Building in place of the Event Space at any time prior to the commencement of the Event at such fee, security deposit amount and terms as may be determined by the Owner at its absolute discretion.

14 Governing Law

The validity, construction, interpretation and enforcement of this Agreement and any document or agreement contemplated herein shall be governed by the laws of the Republic of Singapore.

PERMIT TO WORK (for adhoc work)

To submit at least 3 working days in advance

Serial No. _____

A) PARTICULARS OF APPLICANT	
Name & Address of Applicant / Tenant :	Name & Address of Applicant / 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 _____	Documents to be submitted before commencement of works: (Tick those necessary)
<u>For work inside MDF Room (only):</u> , pictures submission to Building Management indicating the completed cable work routing to main distribution frame is required. (Access to MDF Room required to submit authorised letter from respective telco) Type of key(s) required : MDF <input type="radio"/> Room <input type="radio"/> Riser <input type="radio"/> AHU <input type="radio"/> Roof Others <input type="radio"/> _____	i. Work's List <input type="checkbox"/>
	ii. Risk Assessment for Environmental, Safety and Health <input type="checkbox"/>
	iii. Method Of Statement with drawing indicating cable route etc. <input type="checkbox"/>
	iv. Work Schedule & Emergency Contact List <input type="checkbox"/>
	v. P.E Endorsement <input type="checkbox"/>
	vi. Public Liability Insurance (2 mil- to indemnify Managing Agent and Landlord) <input type="checkbox"/>
	vii. Work Schedule & Emergency Contact List <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"/>
	xi. Working At Height permit attached (R9) <input type="checkbox"/>
Lockout-Tag out: _____ (Location) _____ (Equipment) _____ Period for the LOTO _____	
C) DECLARATIONS	
<u>TO BE COMPLETED BY APPLICANT – TENANT</u> I declare that I have duly authorised that 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: _____	
<u>TO BE COMPLETED BY APPLICANT – CONTRACTOR:</u> 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/Passport No (last 3 digit) : _____	
D) FOR OFFICIAL USE ONLY	
Centre Management Office (CMO) () Approved () Not Approved Name: _____ Signature/Date: _____	
Special Instruction to Contractor:	

PERMIT TO WORK (for adhoc work)

To submit at least 3 working days in advance

Serial No. _____

E) TERMS & CONDITIONS																													
1.	The Permit to Work form must be submitted at least 3 day in advance for approval and is valid only for the duration of work specified.																												
2.	The Worker's List must be completed and submitted together with this Permit to Work form for issuance of contractor passes by the Dock Master 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 (WHSa), code of practice on environmental, health and safety etc. The Applicant shall hereby agree and undertake to reimburse HDB and JONES LANG LASALLE PROPERTY CONSULTANTS PTE LTD , 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.	The Permit to Work 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 the statutory requirements and regulations set out by all relevant authorities, including but not limited to FSSD, BCA, URA, NEA & LTA																												
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 / event work, a copy of the approved Permit to Work must be displayed at the site entrance).																												
7.	Approved site protections 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 toilet located at Basement 1) in the building. They are to comply 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																												
9.	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.																												
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: - Retail: Avoid Mall Operation Hours (19am to 10pm) and NEA Guidelines (residential)																												
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.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">An administrative fee shall be charged to the applicant on the following:</td><td></td></tr> <tr> <td>a) Failure to register and sign in for Security Pass</td><td>\$100/-</td></tr> <tr> <td>b) Failure to display Security Pass</td><td>\$100/-</td></tr> <tr> <td>c) Failure to use designated toilet</td><td>\$100/-</td></tr> <tr> <td>d) Failure to use designated Lifts/Vertical Transportation</td><td>\$100/-</td></tr> <tr> <td>e) Failure to comply/observe safety requirement</td><td>\$500/-</td></tr> <tr> <td>f) Working during restricted hour</td><td>\$200/-</td></tr> <tr> <td>g) Failure to remove bulky debris</td><td>\$500/-</td></tr> <tr> <td>h) Failure to dispose of rubbish at proper designed area</td><td>\$200/-</td></tr> <tr> <td>i) Failure to comply with Mall's House Rules</td><td>\$100/-</td></tr> <tr> <td>j) Failure to inform Management on any works carried out in the Building</td><td>\$100/- per day</td></tr> <tr> <td>k) Smoking in Shopping Mall</td><td>Refer to ENV</td></tr> <tr> <td>l) Employment of illegal Worker or worker without valid work permit</td><td>Police Case</td></tr> <tr> <td>m) Illegal Acts/Action under law of Singapore</td><td>Police Case</td></tr> </table>	An administrative fee shall be charged to the applicant on the following:		a) Failure to register and sign in for Security Pass	\$100/-	b) Failure to display Security Pass	\$100/-	c) Failure to use designated toilet	\$100/-	d) Failure to use designated Lifts/Vertical Transportation	\$100/-	e) Failure to comply/observe safety requirement	\$500/-	f) Working during restricted hour	\$200/-	g) Failure to remove bulky debris	\$500/-	h) Failure to dispose of rubbish at proper designed area	\$200/-	i) Failure to comply with Mall's House Rules	\$100/-	j) Failure to inform Management on any works carried out in the Building	\$100/- per day	k) Smoking in Shopping Mall	Refer to ENV	l) Employment of illegal Worker or worker without valid work permit	Police Case	m) Illegal Acts/Action under law of Singapore	Police Case
An administrative fee shall be charged to the applicant on the following:																													
a) Failure to register and sign in for Security Pass	\$100/-																												
b) Failure to display Security Pass	\$100/-																												
c) Failure to use designated toilet	\$100/-																												
d) Failure to use designated Lifts/Vertical Transportation	\$100/-																												
e) Failure to comply/observe safety requirement	\$500/-																												
f) Working during restricted hour	\$200/-																												
g) Failure to remove bulky debris	\$500/-																												
h) Failure to dispose of rubbish at proper designed area	\$200/-																												
i) Failure to comply with Mall's House Rules	\$100/-																												
j) Failure to inform Management on any works carried out in the Building	\$100/- per day																												
k) Smoking in Shopping Mall	Refer to ENV																												
l) Employment of illegal Worker or worker without valid work permit	Police Case																												
m) Illegal Acts/Action under law of Singapore	Police Case																												
14.	The applicant shall be agree to indemnify HDB and JONES LANG LASALLE PROPERTY CONSULTANTS PTE LTD on all incidents when submitting this application.																												
15.	Action will be taken against any non-compliance of this permit																												