

VENUE HIRE FACILITIES AT NATIONAL DESIGN CENTRE (NDC)

A) GENERAL INFORMATION

1. Venue Hire Facilities at NDC

1.1 Level 1 - Atrium

The Atrium is thoughtfully divided into six area blocks (A to F), offering flexible space for events setup. Ideal for exhibitions, networking events, product launches, and pop-up activities, this versatile venue adapts to suit your event's needs.
(Refer to Annex 1 - Level 1 Atrium Layout Plan)

1.2 Level 1 #01-05 - Block B

The Block B area within #01-05 spans approximately 83 sqm, offering a versatile space perfect for private networking sessions or hosting a buffet. It is commonly paired with the Atrium space to accommodate large groups, providing an ideal setting for F&B services in a separate, exclusive environment.
(Refer to Annex 2 - Level 1 #01-05 Layout Plan)

1.3 Level 1 #01-05 - Block C

The Block C area, located within #01-05, offers a similar layout and versatility as Block B, making it equally ideal for private networking sessions or setting up a buffet. Similar to Block B, it can be rented in conjunction with the Atrium space to provide a dedicated area for F&B services, perfect for large groups.
(Refer to Annex 2 - Level 1 #01-05 Layout Plan)

1.4 Level 2 - Gallery 2

Divided into 2 blocks (G and H), the Level 2 Gallery space is suitable for a showcase of merchandise and products, book launches and autograph sessions, art gallery and exhibitions etc.
(Refer to Annex 3 - Level 2 Gallery Layout Plan)

1.5 Level 2 - Auditorium

The Auditorium, a beautifully transformed space from its original chapel setting and provides an intimate and distinctive venue ideal for corporate functions and conferences.
(Refer to Annex 4 – Level 2 Auditorium Layout Plan)

Features:

This space can be transformed into a versatile functional area, with different seating layout and is perfect for townhalls, AGMs, workshops and cluster seating arrangements. Ideal for presentations, training sessions and roundtable workshops discussions, offering maximum flexibility and comfort.

Equipment:

Projector, Projector screen, speakers (concealed) and 3 nos. wireless handheld microphones

Venue capacity (estimated)

Telescopic seating layout:	122 pax
Theatre seating layout:	70 pax
Cluster seating layout:	60 pax

1.6 Level 2 - Training Rooms

(a) Training Rooms - TR1 to TR5 (5 nos.)

Located on the second level of the main building, Training Rooms TR1 to TR5 are ideal for seminars, workshops, talks and business conferences.

Features:

Indoor, air-conditioned with fully carpeted floor and retractable partition walls for flexibility of setup space. Additional logistical support can be arranged upon request, subject to availability.

Equipment:

- Large 75 inch LED smart display monitor / touchscreen whiteboard (5 nos.)
Can be individually displayed or linked for synchronous viewing across all 5 nos. display monitors.
(Note: additional hardware and setup fees may be applicable, depending on configuration requirement)
- Enhanced stereo audio output via ceiling mounted speakers (for combined rooms TR1, TR2, TR3)

Floor Area of Training Room for events setup consideration:

- Training Room (1 no. partitioned) = 30 sqm
- Training Room (5 nos. combined) = 157 sqm

Note: Typical Venue Capacity of the rooms based on different seating layout arrangements are as follows:

Estimated Venue Capacity for 1 no. Training Room

- Theatre-style seating layout : around 15 to 20 pax
- Cluster-style seating layout : around 15 pax

Estimated Venue Capacity for 2 nos. Training Room (combined)

- Theatre-style seating layout : around 30 pax
- Cluster-style seating layout : around 20 pax

Estimated Venue Capacity for 5 nos. Training Room (combined)

- Theatre-style seating layout : around 80 to 100 pax
- Cluster-style seating layout : around 60 pax

(b) Training Room - TR6 (standalone)

Training room TR6 is furnished with built-in cabinets and tables offering a private, self-contained space perfect for use as a media or VIP holding room.

Features:

Indoor, air-conditioned and equipped with built-in cabinets and tables. Additional logistics available upon request, subject to availability.

2. Venue Hire Facilities at NDC - Rental Rates

S/N	Venue Hire Facilities	Floor Area (sqm)	Hire Rates		
			Per 4 Hour Block (\$) *Minimum Booking of 4 hours	Whole Day (\$)	Additional Cost Per Hour (\$)
1	Level 1 – Atrium	Block A – 58 sqm	\$360	\$1,060	\$100
2		Block B – 63.5 sqm	\$390	\$1,160	\$100
3		Block C – 63.5 sqm	\$390	\$1,160	\$100
4		Block D – 63.5 sqm	\$390	\$1,160	\$100
5		Block E – 63.5 sqm	\$390	\$1,160	\$100
6		Block F – 118 sqm	\$720	\$2,150	\$200
7	Level 1 #01-05	Block B – 83 sqm	\$660	\$1,700	\$170
8		Block C – 65 sqm	\$500	\$1,350	\$130
9	Level 2 - Gallery	Block G – 41 sqm	\$340	\$1,000	\$90
10		Block H – 48 sqm	\$340	\$1,000	\$90
11	Level 2 - Auditorium	102 sqm Venue capacity (estimated) Telescopic seating layout: 122 pax Theatre seating layout: 70 pax Cluster seating layout: 60 pax	\$880	\$2,200	\$240
12	Level 2 1 no. Training Room (partition)	30 sqm Venue capacity (estimated) Theatre seating: 15 – 20 pax Cluster seating: 15 pax	\$280	\$800	\$80
13	Level 2 5 nos. Training Rooms (combined)	157 sqm Venue capacity (estimated) Theatre seating: 80 – 100 pax Cluster seating: 60 pax	\$1,400	\$4,000	\$360
14	Level 2 - Training Room TR6 (standalone)	20 sqm (with built-in cabinets and tables)	\$200	\$550	\$60

3. Air-Conditioning Charges (Extended Hours After 9pm)

Less than or equal to 3 hours	:	\$70
Between 3 and 6 hours	:	\$140
Between 6 and 12 hours	:	\$270

4. Additional Adhoc Manpower Provisions by Contractors (OPTIONAL ADD-ON)

Please refer to the following rates if you require additional adhoc manpower on-site to support your events:

4.1 Cleaning Services

Monday to Saturday, 7:00am to 9:00pm (Normal office hours)	\$30 per cleaner / hour
Monday to Saturday, 9:00pm to 7:00am (After office hours)	\$40 per cleaner / hour
Sunday / Public Holidays	\$50 per cleaner / hour

**Note: Minimum 2 hours block charge for cleaning services*

Cleaning charges include:

- ✓ Standby cleaner for the event
- ✓ General cleaning services of event venue space before / after / during the event

4.2 Technical Services

Monday to Saturday, 7:00am to 9:00pm (Normal office hours)	\$80 per technician / hour
Monday to Saturday, 9:00pm to 7:00am (After office hours)	\$98 per technician / hour
Sunday / Public Holidays	\$128 per technician / hour

**Note: Minimum 2 hours block charge for standby technician and technical services*

Technical services include:

- ✓ Setting up of AV system
- ✓ Setting up of microphones (up to 2 nos, if required)
- ✓ Troubleshooting of NDC's electrical supply issues
- ✓ Controlling of existing NDC lightings
- ✓ Provision of Aircon within facilities

4.3 Security Services

Monday to Saturday, 7:00am to 9:00pm (Normal office hours)	\$60 per security / hour
Monday to Saturday, 9:00pm to 7:00am (After office hours)	\$60 per security / hour
Sunday / Public Holidays	\$60 per security / hour

**Note: Minimum 2 hours block charge for standby security services and advance notice period of 1 week given to security service provider for manpower activation*

5. Car Parking Facilities

- 5.1 Please note that there are no car parking facilities within NDC premises. Venue Hirers and their guests / visitors are advised to park their vehicles at nearby public carparks. The Management is not liable for reimbursement of any car parking expenses under any circumstances.

The nearest car parking spaces are available at:

- Queen Street: Public and HDB car parks
- Middle Road: Hotel Inter-Continental Singapore and Bugis Junction car parks
- Victoria Street: National Library Building and Bugis+ car parks

6. OTHERS

- 6.1 All bookings are non-transferable or non-assignable by the Hirer to any other person or organization.
- 6.2 All venue hire facilities are subject to availability.
- 6.3 Floor area of the venue hire facilities are only estimations.
- 6.4 Rental rates are subject to prevailing GST.
- 6.5 All information and rates are subject to change without notice.
- 6.6 Please refer to the House Rules and Terms & Conditions for Booking of NDC Venue for further details.

B) HOUSE RULES

1. General

- 1.1 It is the Venue Hirer's responsibility to submit all forms such as Permit To Work (PTW), PE's endorsement, and/or any other permits/licences required or as deemed necessary for their events to the Managing Agent for approval to commence works.
- 1.2 PE's endorsement must be sought for any structure that is above 3m in height including but not limited to structure that deems potential risk to the public.
- 1.3 Detailed event layout plan, single line drawings, etc. must be submitted at least 3 weeks prior to event set up date.
- 1.4 The Management reserve the right to reallocate any complimentary spaces at their discretion.
- 1.5 It is the Venue Hirer's responsibility to reinstate the spaces used, to original condition after the event.
- 1.6 The Venue Hirer shall ensure that the event and its content are not discriminatory in nature, and are free from controversial content (e.g. gore, violence, racial, religious and sexual references and/or strong language). The Management reserve the right to cancel or terminate any event that is deemed inappropriate at any point in time, up to the end of the event. University of Arts Singapore Ltd (UAS) and the Managing Agent shall not be held liable for any liquidated damages arising from the cancellation or early termination.

2. Set-up and Teardown

- 2.1 The venue hirer shall deem to include logistics set-up and teardown in the venue hire booking application and venue hire rates shall be applied accordingly.
- 2.2 Workplace Safety and Health (WSH) regulations must be observed when carrying out installation and dismantling works.
- 2.3 No construction activities, including sawing, drilling, hammering, or sanding, are permitted within any part of NDC. All structures for the event must be constructed off-site, with only assembly work permitted at the NDC.
- 2.4 All noisy and painting works shall only be permitted outside NDC operating hours, between 9pm to 9am. The Managing Agent reserves the right to stop all non-compliance works immediately. The Management will not be held responsible for any additional expenses incurred due to the delay in works.
- 2.5 All F&B event areas must be carpeted, especially at the serving stations. No open fire barbeque pits and warmers are allowed within NDC premises, unless prior approval given by the Management.
- 2.6 No obstruction to any UAS office units or tenanted units are permitted at all times, during event set-up, tear-down or throughout the event.
- 2.7 Venue Hirers and their appointed contractors are not allowed to move any existing furniture, queue poles, standees or signages, unless prior approval given by the Management.
- 2.8 Venue Hirers are advised to set-up their own registration counter if necessary. Using NDC security front counter for their registration purpose is not permitted at all times.
- 2.9 Prior approval is required for any signages to be displayed within or on the facade of NDC.

- 2.10 Any damages to NDC infrastructure or stains caused to NDC premises during pre-event setup, actual event duration, or event tear down, must be promptly made good and the resolution measures fully acknowledged by the Managing Agent that all are in order. Any rectification work not done to satisfactory level, UAS may engage her contractors to rectify and the corresponding cost resulting from this rectification work shall be borne by venue hirer and deducted from the security deposit.

3. Loading and Unloading

- 3.1 There is no parking available at NDC. Venue Hirers will be granted access to the loading bay upon submitting the PTW form to the Managing Agent. Loading bay is accessible via Queen Street.

4. Storage & Disposal

- 4.1 There is no storage space available at NDC. All exhibits must be removed promptly and venue hire space restored back to normal and hand over back to Managing Agent, before the end of the booked venue hire period.
- 4.2 It is the responsibility of the Venue Hirer and their appointed contractors to dispose all bulky items or post-event exhibits off-site promptly. Any items not removed promptly from site, UAS may engage her contractors to remove and the corresponding cost resulting from this disposal shall be borne by venue hirer and deducted from the security deposit.

C) TERMS & CONDITIONS FOR BOOKING OF VENUE

1. Definitions

- 1.1 The following Terms and Conditions shall govern the use of National Design Centre (hereinafter referred to as “NDC”) premises and all hirers agree to abide and be bound by these Terms and Condition.
- 1.2 The term “Management” whenever used hereinafter shall mean the person or person in charge of the venue hire of NDC premises and Managing Agent (hereinafter referred as “MA”), and also person or persons as may be deputed by the Management to act on its behalf for the purpose of these Terms and Conditions.
- 1.3 The following words shall have these meanings unless the context otherwise requires:
"National Design Centre" or "NDC" means the property at **111 Middle Road Singapore 188969**
- 1.4 Words denoting the singular include the plural and vice-versa.

2. Availability, Confirmation and Amendments to Booking

- 2.1 All bookings for the NDC venue are subjected to availability and acceptance by the Management at their absolute discretion.
- 2.2 The Management reserves the rights to cancel, terminate, advance or defer any booking should supervening circumstances make it necessary to do so. Should this occur, the Management would endeavour to provide the Venue Hirer as much advance notice as possible. In this respect, the decision of the Management shall be final.
- 2.3 Once the booking is approved (Provisional Booking), a booking confirmation letter with a reference number will be sent to the Venue Hirer.
- 2.4 Upon confirmation of booking, the Venue Hirer is required to submit their program schedule and technical requirements, if any, at least 4 weeks before the commencement of the period of hire.
- 2.5 It is compulsory for the Venue Hirer to inform and seek permission from the Management at least 2 weeks before the commencement of the hire period if external contractors and caterers are involved. Serving and consumption of food and beverages is only allowed within allocated areas as specified by the Management. Setting up and dismantling of displays and catering is to be carried out within the Venue Hirer's period of hire.
- 2.6 The Venue Hirer is required to submit a production schedule, which includes the arrival of any external contractors, facilitators, VVIPs and VIPs, at least 2 weeks before the commencement of the period of hire. The Venue Hirer will need to submit the vehicle numbers of VVIPs, and all vehicles doing loading and unloading, to the Management at least 1 week before the commencement of the period of hire.
- 2.7 The Venue Hirer will have up to a maximum of 2 times to make changes to the booking, subject to the availability of the venue. The Venue Hirer may be required to top up any additional rentals and/or logistics charges incurred for upgrade of the booking or extend the use of the venue / facilities. There may be a fee payable for cancellation and downgrading of bookings.

- 2.8 Do note the amendment to the event date(s) within the booking window (see table below) of the original application.

Category of Enquirer	No. of calendar months booking can be made in advance of before event date
NDC Tenant / Education Institutions	6 months
Public Hire	3 months

** No changes to the booking is allowed on the event day.*

3. Obligations of Venue Hirer

- 3.1 Follow all regulations in respect of the NDC venue / facilities you have booked:
- (a) Be entirely responsible for any and all activities that take place pursuant to your identification or your application ID, whether or not actually or expressly authorized by you;
 - (b) Immediately inform **commercial@uas.edu.sg** if you become aware or suspect that your identification and/or application ID have been misused or compromised in any way, or any other breach of security has occurred.
- 3.2 Pay all additional expenses and charges incurred during your event booking at NDC.
- 3.3 Do not make any speculative, false or fraudulent booking of any venue / facilities at NDC.
- 3.4 Obtain all required licenses and permits (e.g., art, entertainment, and liquor licenses) as mandated by relevant authorities. Additionally, submit layout plans and specifications endorsed by qualified persons (if required) for Management's approval at least 3 working days prior to the event date.
- 3.5 Any request to temporarily modify electrical supply and tapping of electrical distribution board will require review by NDC's Licensed Electrical Worker (LEW review and turning on cost will be borne by the venue hirer).
- 3.6 Subletting of the venue / facilities at NDC is not permitted.
- 3.7 Venue Hirers shall permit reasonable access and inspection of their event venue / facilities by authorized agents of the Management at all reasonable times.
- 3.8 Venue Hirers shall observe the recommended capacity of each venue / facilities and shall keep noise level to the minimum at all times. The Management reserves the right to request Venue Hirers and their guests who are found to have violated this regulation to leave the property immediately.
- 3.9 Professional sound systems with tower speakers and sub-woofer are not allowed within NDC premises, unless prior approval given by the Management.
- 3.10 No consumption of food or drink is allowed inside the Auditorium and Training Rooms.
- 3.11 Catering can be set up at Level 2 Foyer area with prior approval from the Management.

- 3.12 No pasting of materials with masking tape / double-sided tapes, staples on the walls and glass panels which may deface, damage or stain the surfaces.
- 3.13 There are no storage facilities available. All exhibits and items not owned by NDC must be removed from the exhibition area by the following day. An additional fee of \$100 per day will be charged for any exhibits left behind and deducted from the security deposit, until the items are removed by the Venue Hirers or disposed by UAS. Disposal fees shall apply.
- 3.14 The Venue Hirer is not allowed to leave equipment or materials overnight within NDC premises without prior approval from the Management. If approval is granted, the Venue Hirer does so at their own risk, and the Management will not be held responsible if any missing or damages to the items.
- 3.15 You are advised to engage additional security officers and to acquire insurance coverage for your event if necessary.
- 3.16 The Management reserves the right to take any action deemed necessary against any venue hirers, guests / visitors / participants found misusing NDC venue / facility / infrastructure, or violating the above regulations. This includes immediate cancellation or termination of your booking / reservation without refunding the rental and disqualifying him from using all NDC venue / facilities in future and/or imposing of a penalty fee determined by the Management, in the event of your non-compliance with this clause.
- 3.17 You are required to submit PE endorsement for any structures higher / taller than 3 meters.
- 3.18 You are required to get clearance from relevant authorities, e.g. IMDA to play any form of music or videos.

4. Representations & Warranties

- 4.1 The Venue Hirer / Applicant represent and warrant that:
 - (a) He/She is at least **21 years old** when making the booking; and
 - (b) All information supplied is true, current, complete and accurate
- 4.2 Notwithstanding that the booking is accepted, the Management reserves the right to cancel the booking without paying any compensation or refund to the Venue Hirer if it is found that he/she is below 21 years old or that the personal data have provided is obsolete, incomplete, inaccurate, false at the time of booking or when checking in.

5. Charges and Payments

- 5.1 Applications submitted and approved between 3 months to 6 months of the event, full payment shall be made within thirty (30) days from the date of the invoice. Once full payment has been made, the booking is considered confirmed.
- 5.2 Applications submitted and approved by the Management less than one (1) month in advance, full payment shall be made at least three (3) days prior to the set-up date or period of hire for the event, whichever is earlier.
- 5.3 Full payment for additional air conditioning, adhoc manpower and cleaning services shall be made within thirty (30) days from the date of the invoice.
- 5.4 Rates quoted in respect of the venue / facilities at NDC are exclusive of applicable government taxes and are subject to change without notice.

- 5.5 Payment shall be made payable to ‘**University of the Arts Singapore Ltd**’ via bank transfer.
- 5.6 There will be a 12% interest on the total venue hire amount imposed if full payment is not received by the invoice due date.
- 5.7 A refundable venue deposit will be collected before the event based on the following criteria:
- | | |
|----------------------------------|---------|
| Single venue (less than 4 hours) | \$1,000 |
| Single venue (4 hours and above) | \$2,000 |
| Single venue with F&B | \$3,000 |
| 2 or more venues | \$4,000 |
| 2 or more venues with F&B | \$5,000 |
- 5.8 The venue deposit is collected to cover any potential loss or damages to the venue hire facilities. The deposit amount will be refunded within two weeks from the last day of the event, if the venue hire space is handed over back to the Managing Agent in good order and no reinstatement is required.
- 5.9 In the event the reinstatement costs exceed the venue deposit collected, the balance amount shall be invoiced to the Venue Hirer.
- 5.10 Any damage to the facilities will be borne and reinstated by the Venue Hirer immediately after the event. All dismantled items and debris to be disposed off-site promptly. Any items left on-site after teardown, the Management reserves the right to dispose the items, and the resulting disposal fees will be charged to the Venue Hirer and amount deducted from the venue deposit. Any damages caused that are not made good in time, the Management will arrange for NDC’s building contractor to make good and the relevant cost to be deducted from the venue deposit.

6. Refund and Cancellations

- 6.1 The Management reserves the rights to cancel, terminate, advance or defer any booking should supervening circumstances make it necessary to do so. Should this occur, the Management would endeavor to provide the Venue Hirer as much advance notice as possible. In this respect, the decision of The Management shall be final.
- 6.2 In any of the above cases, the Management shall not be liable to the Venue Hirer for any loss or damage sustained out of such action. Upon cancellation or termination of bookings by NDC, any money paid shall be refunded. The Management may allow bookings to be advanced or deferred subject to the availability of the venues. The Management will not be liable for any loss or damage in respect of such action.
- 6.3 Refund will be issued via bank transfer after confirming on the payee details.
- 6.4 Any amendments to the booking which result in a booking of lower value as compared to the previous booking will be considered as a downgrade. For such downgrade, the refund policies apply to the difference in value between the 2 bookings. Notwithstanding any other term, any additional costs and expenses arising from change of venue / facilities for any reason shall be borne in full by the Venue Hirer and neither the Management or Managing Agent shall be liable for such costs and expenses.

7. Cancellation Policies and Refund Policies on Downgrading

- 7.1 Notice of cancellation by the Venue Hirer is required in writing and is subject to payment of the following charges.

7.2 If the cancellation notice is given by the Venue Hirer:

- (a) More than 6 months prior to commencement of the period of hire, a sum equivalent to 30% of the estimated venue charges shall be forfeited and the balance (if any) refunded.
- (b) Less than 6 months but more than 3 months prior to commencement of the period of hire, a sum equivalent to 50% of the estimated venue charges shall be forfeited and the balance (if any) refunded.
- (c) 3 months or less prior to the commencement of the period of hire, the full amount of the estimated venue charges will be forfeited.

7.3 If the amount paid by the Venue Hirer is insufficient, the Venue Hirer must pay the remaining balance immediately.

7.4 Special consideration and priority are given to National and State functions, notwithstanding any confirmed booking. The Management shall have the right to cancel, advance or defer any confirmed booking in full or in part in the event that any of the dates booked coincide with the dates of National or State functions.

7.5 Notwithstanding anything in these Terms and Conditions, The Management reserves the absolute and final right to cancel, advance or defer any confirmed booking at any time by giving prior notice to the Hirer. In any of the above cases specified in Para 7.4, the Hirer shall give advance notice as soon as practicable of the intention to cancel, advance or defer the confirmed booking.

7.6 In any of the above cases specified in Para 7.4 and/or 7.5, upon cancellation or termination of bookings, any money paid shall be refunded and the Management shall not be held liable for any loss, damage, cost, expenses or otherwise arising out of or in connection with such cancellation, termination, advancement or deferment of booking.

7.7 All refunds and cancellation charges imposed shall be in accordance with the aforementioned refund and cancellation policies and shall be final and conclusive.

8. Clearance of Promotional Materials

8.1 No banners, posters or advertising material will be permitted on or around the premises without the prior approval of the Management.

8.2 All publicity material, advertisements, decoration materials or banners appearing on the premises must be submitted to the Management at least thirty (30) days before for clearance prior to the date of the event. The Venue Hirer must seek the prior approval of the Management for any direct distribution of the flyers or posters on the premise, and any publicity materials, advertisements, decoration materials or banners appearing on the premise.

9. Loss or Damage to Property

9.1 The Venue Hirer shall be solely responsible for the property and safe setting and installation of all its scenery, props and other equipment and the proper working of all its electrical, mechanical and other appliances. The Management shall not be responsible for any loss, damage, cost, expense, claim or demand made in the event of any accident or injury suffered by any person in connection with such scenery, props, equipment or appliances.

9.2 Should the premises or any part thereof and/or any equipment be broken, damaged or lost, the Hirer shall pay for the replacement cost and/or the costs of the repairs to make good such damage or loss. The amount of

the replacement cost and/or the cost of repairs certified by the Management shall be final and conclusive. No equipment or property may be altered or modified without the prior written approval and if such approval is given, a security deposit in such amount as it shall specify for such purposes may be required.

- 9.3 All property brought onto the premises by the Hirer must be removed on or before the expiry of period of hire, failing which additional venue charges and/or additional charges will be levied. In the event of failure on the part of the Venue Hirer to pay the additional venue charges and/or additional charges within 14 days from the date of invoice or written demand, without prejudice to any other rights it may have in respect of such debt, the Management reserves the right to dispose of or to destroy such property as it thinks fit and the Venue Hirer shall be liable for all costs and expenses incurred by the Management (including administrative fee as the Management shall specify) in undertaking such disposal or destruction as the case may be. No claim whatsoever shall be made against the Management or any of NDC's staff or agents on account of such disposal or destruction.
- 9.4 The Venue Hirer shall be responsible for ensuring that the premises are kept clean and tidy at all times during the period of hire. In the event that extra cleaning is undertaken during or following the Venue Hirer's use of the premises, the Venue Hirer shall pay the additional charges as certified by the Management within 7 days of the Management's notice of the same.

10. Force Majeure

- 10.1 Any circumstance beyond the control of a party, which delays, interrupts or prevent the event, is defined as "Force Majeure". Such circumstance shall include but not limited to breach of peace, epidemic, flood, fire, explosion, lighting, storm and sabotage, power failure not due to either party's fault, act of God, strike, picketing, lock-out or act of government authority.
- 10.2 The Management and their staff shall not be liable for damages of any kind arising from failure or delay in performing any or all of their obligations if such failure or delay is due to circumstances or cause beyond reasonable control.
- 10.3 The Management reserves the right to terminate or shorten the accepted booking in the event of a national crisis or emergency without incurring any liability.
- 10.4 Should the event not be held by the reason of Force Majeure, the Management shall not be in default and the Hirer shall not be entitled to any refund, compensation, damage or any other recourse against the Management for the failure to carry out the event.

11. Variation

- 11.1 The Management may vary these terms and conditions at any time without notice to the Venue Hirer.

12. Governing Law

- 12.1 This Agreement shall be governed by the laws of Singapore and the Venue Hirer agrees to submit to the exclusive jurisdiction of the Singapore courts.

13. Conditions and Restrictions

- 13.1 No person other than the authorized staff of the Management shall be permitted to remain on the premises after closing hours.

- 13.2 Except for the hours of any function, no person shall be admitted to the premises unless on official business.
- 13.3 The Management may refuse admission to any person who in its opinion is likely to cause embarrassment or annoyance to other patrons or users of the premises.
- 13.4 The Venue Hirer shall observe the advertised time of the commencement of the function and shall vacate the premises on or before the expiry date and time of hire of the premises.
- 13.5 Intoxicating or other liquors, beverages and food shall not be consumed on the premises other than in places and spaces allocated for such purpose.
- 13.6 Cooking is not allowed in any part of the premises.
- 13.7 Smoking and the use of matches or gas lighters, is prohibited throughout the premises unless deemed necessary for the event and approved by the Management. In such cases, the Venue Hirer must provide adequate receptacles for disposing of matches, cigarette butts, and pipe waste. Apart from this exception, open flames are not permitted on the premises.
- 13.8 Screws, nails or “blu-tack” adhesives, masking tape, double-sided tape, or any devices of any description likely to deface the walls, floors or ceilings are not allowed to be used on any part of the premises.
- 13.9 Any materials, goods, equipment, etc. shall not be dragged into the Auditorium. For heavy loads, trolleys with rubber castors are to be supplied and used by the Venue Hirer.
- 13.10 All displays or decorations of any description intended for use within the premises shall be rendered flameproof, preferably in the process of manufacture and to the satisfaction of the Management.
- 13.11 The seating and equipment arrangements in any of the training rooms may not be altered without the prior approval of The Management.
- 13.12 All passageways and exit points on the premises shall be kept clear and no tables, chairs or other obstructing furniture or materials shall be placed at these places without the prior approval of the Management.
- 13.13 Over-amplification of sound by electronic devices that may cause annoyance to other users of the premises is strictly prohibited.
- 13.14 No unauthorized person shall handle the technical appliances or operate the audio-visual systems without the prior consent of the Management.
- 13.15 No additional equipment may be brought onto the premises without the Management's prior written consent.
- 13.16 No electrical apparatus or fittings of any kind shall be attached to or used in conjunction with the existing electrical switchgears or fittings without the prior permission of the Management.
- 13.17 If such electrical apparatus or fittings are necessary, the Venue Hirer shall comply with the relevant authorities' requirements and install them at his own expense.
- 13.18 No audio or video recording, filming or photography via any devices shall be taken during a function except at the request of the Venue Hirer and with prior approval from the Management.
- 13.19 No Venue Hirer shall have authority over any NDC staff. Any disputes or misconduct involving NDC staff must be reported to the Management, who will handle the issue directly.

- 13.20 Giving of gratuities to members of the staff is strictly prohibited.
- 13.21 The Venue Hirer shall not be entitled to any refund of the venue charges or to any compensation under any circumstances unless otherwise provided for. However, if any major breakdown should occur resulting in non-supply of electricity to the premises for more than four hours whilst such premises are being used by the Venue Hirer, the rental charges of any appropriate part thereof may be refunded provided that the function is cancelled due to such breakdown.
- 13.22 With the exception of function programmes and/or related brochures, the sale of any merchandise within the premises is strictly prohibited unless prior written approval has been obtained from the Management. In addition if approval is granted, the sale of merchandise is subject to any further terms and conditions stipulated by the Management in its absolute discretion including without limitation, sharing of revenue.

14. EXCLUSION OF LIABILITY

- 14.1 The Management's sole obligation to the Hirer shall be to lease out the premises to the Venue Hirer. For the avoidance of doubt, the Management shall not be responsible for informing the Venue Hirer of any restriction of access to the premises, whether by means of public transport, public road or otherwise, which may, in any way affect the setting up or commencement of the functions by the Venue Hirer during the period of hire of the premises by the Venue Hirer. In this respect, the Management shall not be liable for any loss or damage suffered by the Venue Hirer or any third party arising out of or in connection with such restrictions of access of the premises.
- 14.2 In the absence of fraud or bad faith, the Management shall not be liable for any delays. Interruptions, disruptions or cancellations, or any loss, damage, costs, charges and/or expenses, (of whatsoever nature and howsoever arising) suffered and/or incurred by the Venue Hirer as a result of any act or omission of any of the Management's employees, agents or contractors.

15. HOW TO APPLY

- 15.1 Applicants may check with UAS's appointed Managing Agent for space availability prior to making the application.
- 15.2 Applications can be submitted six (6) months in advance to commercial@uas.edu.sg with a detailed event proposal for processing. Applications submitted without an event proposal may result in delay with the application process.
- 15.3 Application is subjected to UAS's review and does not guarantee the booking.
- 15.4 By submitting this application form, the Venue Hirer confirms that they have read, understood, and agree to abide by the House Rules if the application is approved.
- 15.5 When the application is approved, a booking confirmation form will be sent to the Applicant for acknowledgment. An invoice will be issued within 3 working days of receiving the signed booking confirmation form.
- 15.6 For applications received three (3) to six (6) months prior to the event, the venue rental payment and deposit must be received within thirty (30) days from the invoice date. The booking will be confirmed upon receipt of the full payment.

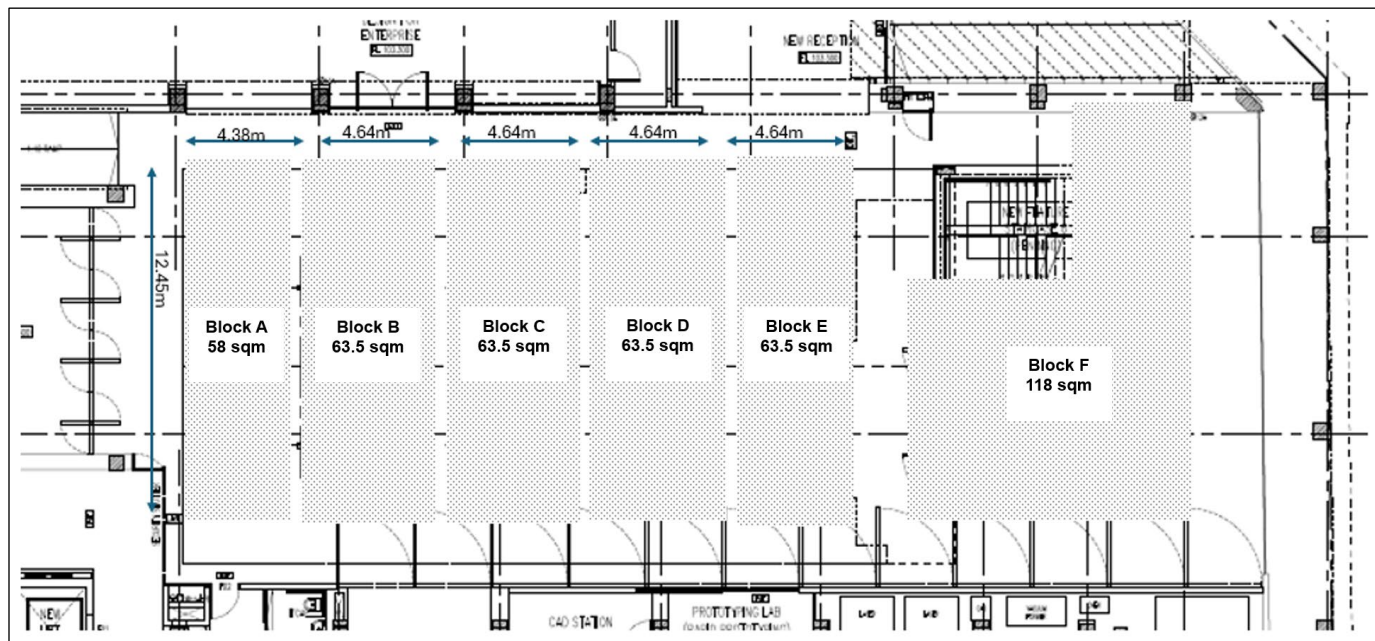
- 15.7 Applications received one (1) month or less before the event will receive an update on their application status within 3 working days. An invoice will be issued within 3 working days from the date the signed booking confirmation form is received. Full payment, including the venue deposit, must be made at least three (3) days before the setup date or the event hire period, whichever is earlier.
- 15.8 Applications received less than fourteen (14) days before the event will not be accepted.
- 15.9 For clarifications or further details of National Design Centre (NDC) and its venues for hire, please contact the following:

Cyclelect Facilities Management Pte Ltd

Email : commercial@uas.edu.sg

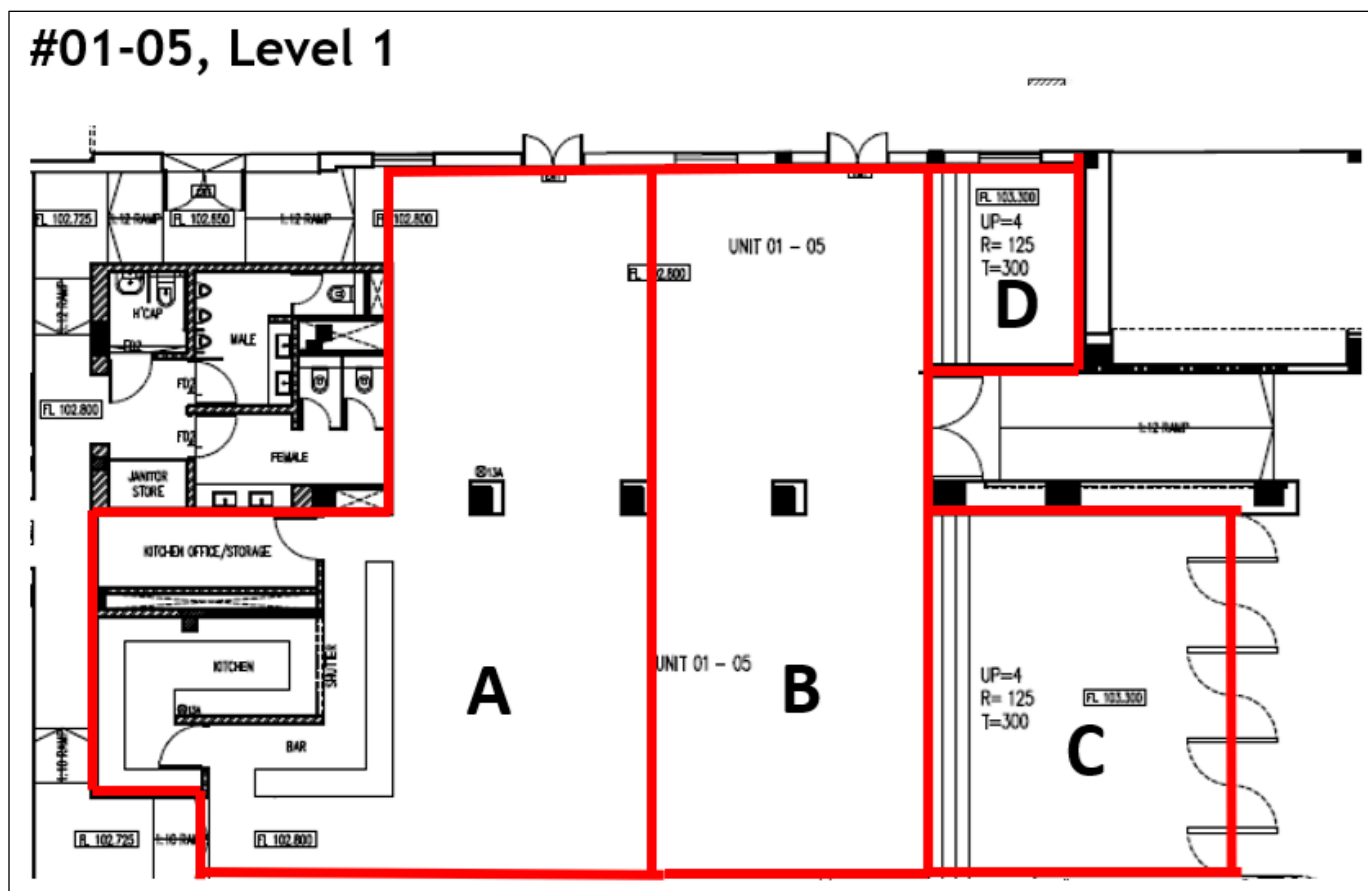
Phone : 6837 9735

Annex 1 - Level 1 Atrium Layout Plan
(not drawn to scale)



Venue Hire Facilities	Floor Area (sqm)	Per 4 Hour Block (\$) (*Minimum Booking of 4 hours)	Whole Day (\$)	Additional Cost Per Hour (\$)
Level 1 Atrium - Block A	58	\$360	\$1,060	\$100
Level 1 Atrium - Block B	63.5	\$390	\$1,160	\$100
Level 1 Atrium - Block C	63.5	\$390	\$1,160	\$100
Level 1 Atrium - Block D	63.5	\$390	\$1,160	\$100
Level 1 Atrium - Block E	63.5	\$390	\$1,160	\$100
Level 1 Atrium - Block F	118	\$720	\$2,150	\$200

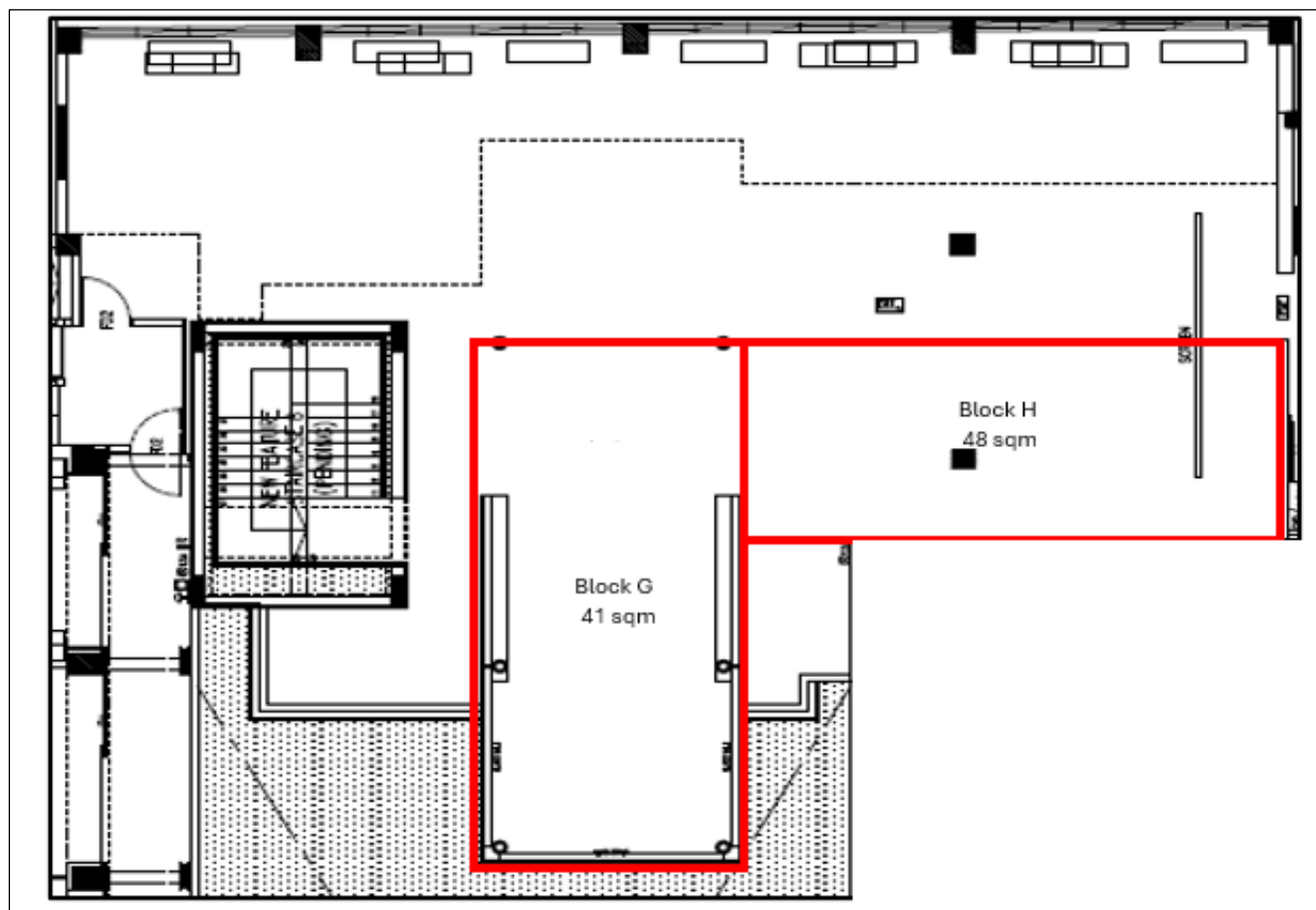
Annex 2 - Level 1 #01-05 Layout Plan
(not drawn to scale)



***Note: Level 1 #01-05 - Block A and Block D - Not available for venue hire**

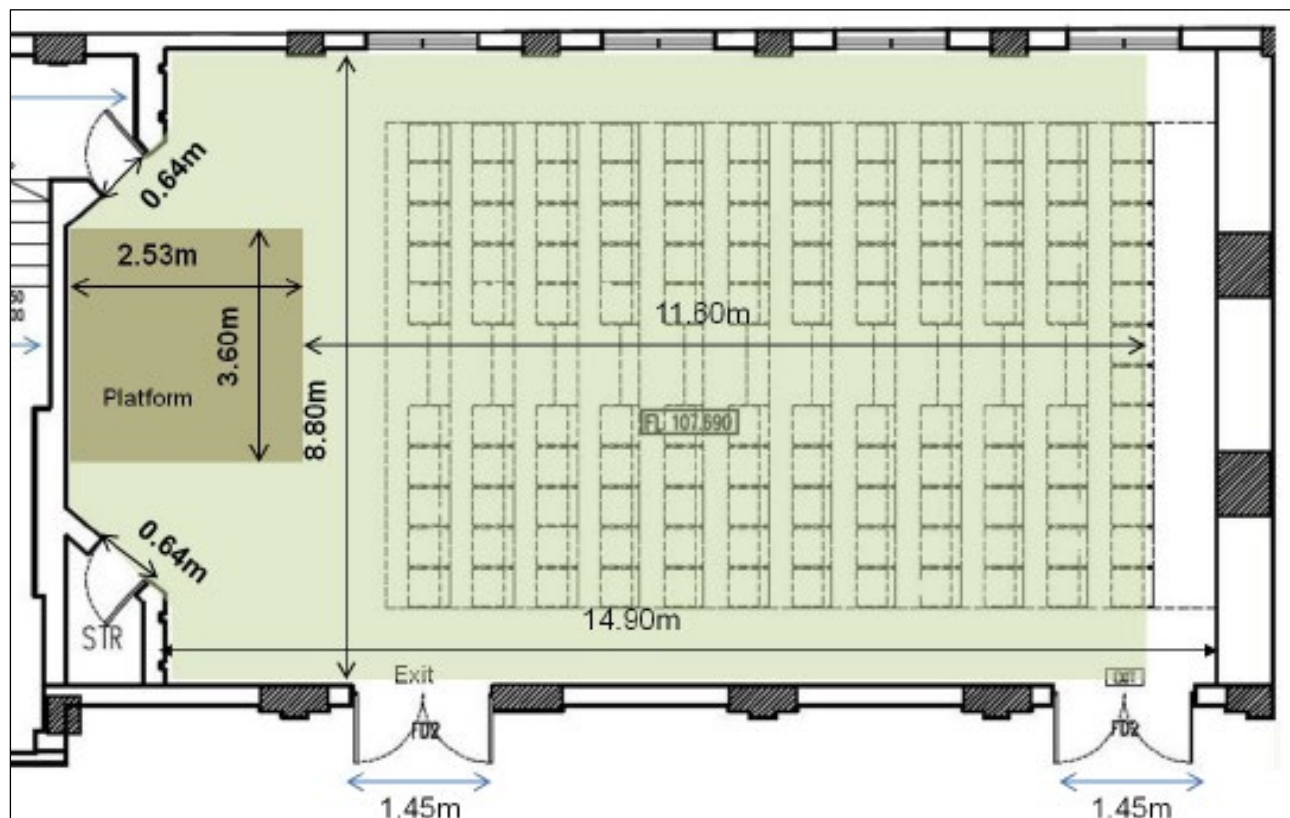
Venue Hire Facilities	Floor Area (sqm)	Per 4 Hour Block (\$) (*Minimum Booking of 4 hours)	Whole Day (\$)	Additional Cost Per Hour (\$)
Level 1 #01-05 - Block B	83	\$660	\$1,700	\$170
Level 1 #01-05 - Block C	65	\$500	\$1,350	\$130

Annex 3 - Level 2 Gallery Layout Plan
(not drawn to scale)



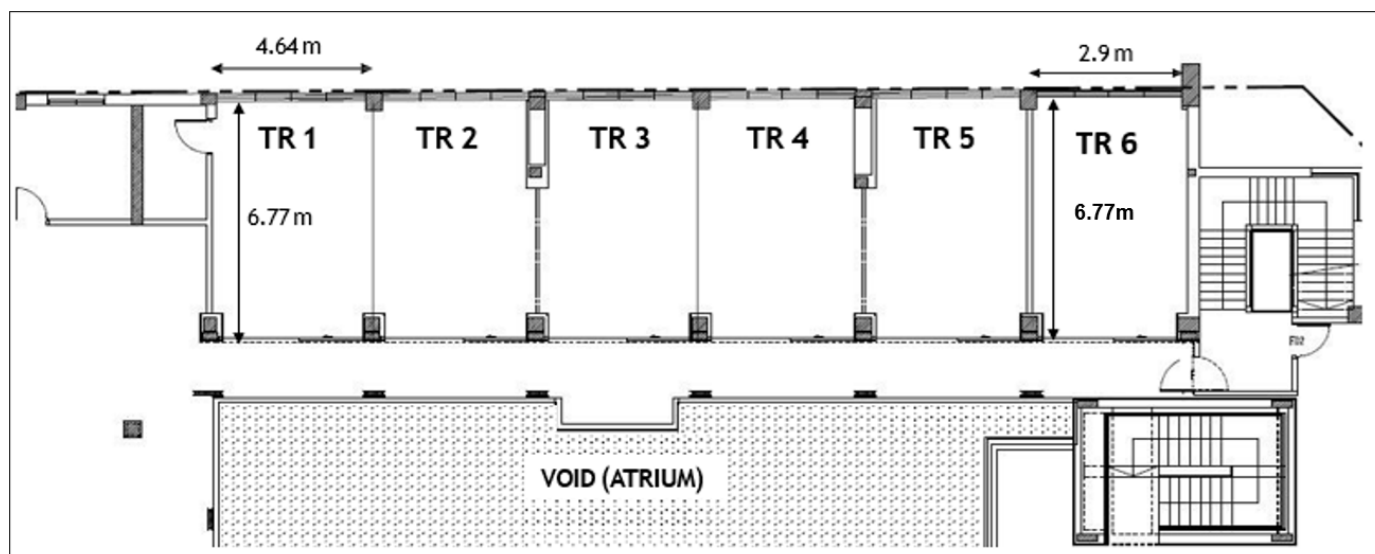
Venue Hire Facilities	Floor Area (sqm)	Per 4 Hour Block (\$) (*Minimum Booking of 4 hours)	Whole Day (\$)	Additional Cost Per Hour (\$)
Level 2 - Gallery Block G	41	\$340	\$1,000	\$90
Level 2 - Gallery Block H	48	\$340	\$1,000	\$90

Annex 4 – Level 2 Auditorium Layout Plan
(not drawn to scale)



Venue Hire Facilities	Floor Area (sqm)	Per 4 Hour Block (\$) (*Minimum Booking of 4 hours)	Whole Day (\$)	Additional Cost Per Hour (\$)
Level 2 – Auditorium Venue capacity (estimated) Telescopic seating layout: 122 pax Theatre seating layout: 70 pax Cluster seating layout: 60 pax	102	\$880	\$2,200	\$240

Annex 5 - Level 2 Training Rooms Layout
(not drawn to scale)



Venue Hire Facilities	Floor Area (sqm)	Per 4 Hour Block (\$) (*Minimum Booking of 4 hours)	Whole Day (\$)	Additional Cost Per Hour (\$)
Level 2 - Training Room (1 no.) (partition) Estimated Venue Capacity for 1 no. Training Room ➤ Theatre-style seating layout: around 15 to 20 pax ➤ Cluster-style seating layout: around 15 pax	30	\$280	\$800	\$80
Level 2 - Training Room (5 nos.) (combined) Estimated Venue Capacity for 5 nos. Training Room (combined) ➤ Theatre-style seating layout: around 80 to 100 pax ➤ Cluster-style seating layout: around 60 pax	157	\$1,400	\$4,000	\$360
Level 2 - Training Room TR6 (standalone)	20	\$200	\$550	\$60

APPLICATION FORM FOR VENUE HIRE AT NDC

(1) PARTICULARS OF APPLICANT

Name:			
Address:			
Telephone:		Mobile:	
Email Address:			
If application is made on behalf of an organization / society, please state:			
Name / Profile of organization / designer / society:			
Registered address:			
Official Website / Event Website info:			
Applicant's official capacity:			

(2) DETAILS OF EVENT

Venue:	<input type="checkbox"/> Level 1 Block A <input type="checkbox"/> Level 1 Block B <input type="checkbox"/> Level 1 Block C <input type="checkbox"/> Level 1 Block D <input type="checkbox"/> Level 1 Block E <input type="checkbox"/> Level 1 Block F <input type="checkbox"/> Level 1 #01-05 Block B <input type="checkbox"/> Level 1 #01-05 Block C	<input type="checkbox"/> Level 2 Block G <input type="checkbox"/> Level 2 Block H <input type="checkbox"/> Level 2 Auditorium <input type="checkbox"/> Training Room 1 <input type="checkbox"/> Training Room 2 <input type="checkbox"/> Training Room 3 <input type="checkbox"/> Training Room 4 <input type="checkbox"/> Training Room 5 <input type="checkbox"/> Training Room 6
Event Title:		
Date of Event:		
Time of Event:		
Genre	<input type="checkbox"/> Advertising / Visual Communication <input type="checkbox"/> Architecture <input type="checkbox"/> Business Innovation <input type="checkbox"/> Digital Media <input type="checkbox"/> Experience <input type="checkbox"/> Fashion / Food & Beverage <input type="checkbox"/> Graphic / Arts / Music / Dance	<input type="checkbox"/> Interactive media <input type="checkbox"/> Interior <input type="checkbox"/> Landscape <input type="checkbox"/> Lighting <input type="checkbox"/> Financial Service <input type="checkbox"/> Product / Industrial <input type="checkbox"/> Urban <input type="checkbox"/> Others: _____

Presentation format	<input type="checkbox"/> Showcase / Exhibition <input type="checkbox"/> Workshop/Talk	<input type="checkbox"/> Film screening <input type="checkbox"/> Others: _____
Proposed Event Layout	Configurations (please attach proposed layout of the event)	
Ticketed	<input type="checkbox"/> Yes - Ticket Prices: <input type="checkbox"/> No – Open to Public <input type="checkbox"/> By Invitation only	
F&B at event	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Target Reach	No. of Visitors _____	
Event Partners:		
Arrangement for News Coverage/Filming *:	<i>*Please provide details for access to NDC</i>	
Brief Description Event Write-up (< 100 words) *Details can be attached separately *Details such as: 1. Estimated visitors 2. Precedents of proposed events (Please elaborate)		

Logistics Setup / Teardown and Actual	Date	Start Time To End Time
Setup Date **		To
Event Period		To
Teardown Date **		To
Date of Opening Ceremony		To

**** NO construction / noisy works in NDC before 9pm. Please refer to House Rules.**

(3) REQUEST FOR AIR-CONDITIONING (Chargeable)

The rates are for extension of air-conditioning beyond NDC's operating hours of 9am to 9pm:

Less than or equal to 3 hours	\$70
Between 3 to 6 hours	\$140
Between 6 to 12 hours	\$270

(4) REQUEST FOR ADDITIONAL MANPOWER SUPPORT FOR EVENTS (Chargeable)

Venue Hirers may contact us for a quotation for additional manpower support (Technician, Cleaner, Security) for your event's needs. Tick if applicable. ☒

- ☐ Request for Technical Services
- ☐ Request for Cleaning Services
- ☐ Request for Security Services

We / I _____ hereby agree to accept and abide to the house rules, terms and conditions stated in the venue hire application form.

Signed by Applicant : _____

Date : _____

Company's Stamp : _____

Approval from University of the Arts Singapore Ltd : _____