

BOOKING OF FACILITIES *(Updated as of 8 Jun 2017)*

Full Name of Organisation: _____

Organisation address (for billing purpose): _____

Organisation Type: Partner on campus External training provider Others: _____

Name of Applicant: _____ Email: _____

Office Contact Number: _____ Mobile: _____

Event Name (To be displayed on digital signage, maximum of 110 characters with spacing): _____

Event Type: Workshop Event, exhibition, fair Conference / seminar Meeting Others: _____

Event Purpose: Training & development Employment facilitation Internal use Community purpose

Date of Event: _____ Event Start Time: _____ Event End Time: _____ No. of participants: _____

1. CHOICE OF FACILITY AND TIME SLOT

Facilities	Indicate 'X' to select your choice of facility and timing					
	4 HOUR BLOCK			HALF DAY BLOCK		FULL DAY
	0800 – 1200	1300 – 1700	1800 – 2200	0800 – 1400	1600 – 2200	0800 – 2200
LEVEL 1						
Event Hall 1-1						
Event Hall 1-2						
Training Room 1-1						
Training Room 1-2						
LEVEL 2						
Event Hall 2-1						
Event Hall 2-2						
Training Room 2-1						
Training Room 2-2						
Event Plaza	N.A	N.A	N.A			
LEVEL 2 – 3						
Lecture Theatre						
Theatre Lounge						
LEVEL 4						
Training Room 4-1						
Training Room 4-2						
Training Room 4-3						
Training Room 4-4						
LEVEL 9						
Training Room 9-1						
Training Room 9-2						
Training Room 9-3						

2. HOURLY EXTENSION

- 1-hour extension can be added before and/or after each booking slot, within the operating hours of LLI and subject to availability.
- For consecutive bookings of the 4-hour blocks, a mandatory one-hour extension in-between the slots will be imposed.
- Should there be another booking after your event, no extension will be granted.
- Refer to Schedule of Rates for the hourly extension charges.

Your Booking Slot	Indicate 'X' to select hourly extension
	Hourly Extension
4 HOUR BLOCK	
0800 – 1200	<input type="checkbox"/> 1200 – 1300
1300 – 1700	<input type="checkbox"/> 1200 – 1300 <input type="checkbox"/> 1700 – 1800
1800 – 2200	<input type="checkbox"/> 1700 – 1800
HALF DAY BLOCK	
0800 – 1400	<input type="checkbox"/> 1400 – 1500
1600 – 2200	<input type="checkbox"/> 1500 – 1600
FULL DAY BLOCK	
0800 – 2200	N.A.

3. ROOM SETUP & CONFIGURATION

A one-time setup of the room will be provided based on one of the following configurations listed below. To ensure sufficient setup time, layout plans should be given to LLI at least 5 working days in advance.

Room Setup & Configuration	Indicate 'X' to select
Seminar/Theatre <i>Chairs only</i>	
Classroom <i>Tables and chairs</i>	
Cluster <i>Chairs and tables in clusters of 4 – 6 per cluster</i>	
U-shaped <i>Tables and chairs in U-shape boardroom style</i>	
Standing	

All unused furniture will be stored at the back / sides of the room.

4. ADDITIONAL SERVICES (OPTIONAL)

Item	Indicate 'X' to select your choice					
	4 HOUR BLOCK			HALF DAY BLOCK		FULL DAY
	0800 – 1200	1300 – 1700	1800 – 2200	0800 – 1400	1600 – 2200	0800 – 2200
Dedicated AV Technician						
Standby Cleaner						

**TERMS & CONDITIONS
FOR
USE OF FACILITIES AT THE LIFELONG LEARNING INSTITUTE**

CONDITIONS FOR USE OF FACILITIES AT THE LIFELONG LEARNING INSTITUTE

The following terms and conditions shall apply to all persons and organisations wishing to use the facilities at the Lifelong Learning Institute.

1. Application

- (a) The applicant is required to complete the "Booking of Facilities" form and submit it to the Lifelong Learning Institute (hereafter referred to as LLI) in order to confirm their booking.
- (b) The applicant shall be required to make payment for their booking(s) based on the prevailing Schedule of Rates (plus applicable GST), as may be updated by LLI from time to time. Payment shall be made at the following address on weekdays (except public holidays) (from 0900hrs – 1700hrs):
11 Eunus Road 8
#04-02
Singapore 408601
- (c) All cheque payments are to be addressed to the following:
Lifelong Learning Institute Pte Ltd
11 Eunus Road 8
#04-02
Singapore 408601
- (d) Full payment must be made within 14 days from the date of booking. Otherwise, the booking will be released and the applicant would need to resubmit their booking which is subject to availability.
- (e) Where the date of booking and the event date are less than 14 days, the applicant is required to make full payment immediately upon booking.

2. Cancellation

- (a) If the applicant cancels the booking for any reason whatsoever after full payment has been made, the following refund policy shall apply:
- i. Full refund if cancellation request is received by LLI at least 28 days before the event date;
 - ii. 50% refund if cancellation request is received by LLI at least 14 days before the event date;
 - iii. No refund if cancellation request is received by LLI within 14 days before the event date;
- (b) An administration fee of 10% of the full payment shall be levied on all cancellation requests. This shall be deducted from the payment made or set off against any refund due under clause 2(a) above, if applicable. The administration fee shall also apply to all bookings where payment has yet to be made.
- (c) Irrespective of any other provision in this document, LLI reserves the rights to cancel any booking at any time without giving any reasons whatsoever and any refund to be made shall be at the sole discretion of LLI. Alternatively, the applicant may in LLI's sole discretion be offered the option to change the date of the event, subject to availability.

3. Use of the Facilities

- (a) The premises shall be used only for purpose as spelt out in the booking form, provided that relevant approvals (if any) from the relevant authorities have been obtained by the applicant. It shall be the duty of the applicant to ensure that all uses of the facilities have been duly licensed/approved, censored or passed, as the case may be, by the relevant authority.
- (b) The applicant shall ensure that there is no unlawful use of the facilities, nuisance, damage, disturbance, annoyance, inconvenience or which may give cause for reasonable complaint to occur. LLI reserves the right to refuse entry to or to immediately eject from the facilities or building any person whose presence is in the opinion of LLI undesirable and/or whose conduct is objectionable, disorderly or disruptive or in violation of any laws. In addition to any other clause in this document, the applicant shall be held fully responsible for the conduct and behaviour of all its participants and the applicant shall indemnify LLI for any and all losses (including consequential, indirect, special and incidental losses) damages, costs and claims suffered by LLI arising from or in connection with the conduct and behaviour of its participants.
- (c) The applicant undertakes to conduct its activities as follows:
- i. To comply with all applicable laws and regulations, obtain all necessary permits, licenses, grants and approvals, give all notices, undertakings and guarantees, pay all fees, charges, taxes (including all GST payable in connection with this set of conditions for use) and duties, and bear all costs whatsoever in connection with the applicant's use of the facilities;
 - ii. To strictly observe and ensure that the number of participants for the event is restricted to that as undertaken in the application form, and that all persons, including but not limited to the applicant's participants, agents, clients, contractors, attendees and guests etc.;
 - iii. To observe that LLI's facilities and building premises is a smoke-free building and all participants are to strictly adhere to this;
 - iv. To undertake that its participants shall be duly informed that they are only allowed to park at the basement car park if they intend to drive to the building. LLI reserves that right to wheel-clamp any unauthorised parking by any of the participants, and a levy of \$200/- per car (excluding GST) shall be charged for the release of the wheel clamp. As there are limited parking lots, the applicant should encourage participants to make use of public transport;

- v. To ensure that no advertising of sale of any kind whatsoever shall be made or conducted and no notice, banner or directional signs etc. may be placed within the facilities and or any part of the building unless prior written approval has been granted by LLI;
 - vi. No animals or pets shall be admitted to the building;
 - vii. To keep the facilities clean, tidy, cleared of rubbish and to leave the same in a clean and tidy condition, free of the applicant's items, belongings, furniture and equipment etc. at the end of the event.;
 - viii. All corridors, aisles and means of exit shall be kept clear of obstruction and not to cause the same to become dirty or untidy nor to leave any rubbish on them. In addition to (vii) above, LLI reserves the right to charge the applicant \$500 as an additional disposal fee if required in LLI's sole discretion to dispose of any of the applicants' items found obstructing any corridor or other area;
 - ix. Not to collect, attempt to collect or make announcement with a view to collecting donations and offerings in the building, whether for charity or otherwise, without the prior written approval of LLI;
 - x. Where permitted, the applicant shall ensure that confectionery, non-alcoholic drinks, food and other similar items are restricted only to the designated reception area and there shall be strictly no eating and drinking in the facilities. For information, the catering of food may be done through LLI's in-house F&B outlet.
 - xi. Use of naked flame or smoke generating device of any kind are not allowed in the building;
 - xii. The applicant shall ensure that no promotional activities are undertaken that will in any way suggest that LLI is affiliated or in support or in collaboration with the applicant or its activities. If, in LLI's opinion, such promotional materials exist, the applicant shall immediately take all necessary steps to withdraw and discontinue all such promotional activities and shall further issue any such clarification (at its own costs) if required by LLI.
- (d) Alterations to the facilities, equipment or any part thereof, the bringing of heavy or bulky items or the affixing of decorations, signs, notices, placards and posters etc. shall require the prior written permission of LLI. No external fixtures, electrical apparatus or any other fittings shall be allowed for use on any part of the building without the prior written approval of LLI. The applicant shall be responsible to ensure that all rented items from LLI are restored to the same good order and condition.
- (e) Any breach of this clause shall entitle LLI to remove the items in question or have them removed through a third party. The applicant shall be liable for payment of all costs of such removal and for the repair of any damage which may have been caused.
- (f) LLI shall not be held responsible for any damage or loss howsoever caused to the said items, and in addition, LLI reserves the right to charge storage expenses for any such items which have not been so removed and collected at the end of the event. The applicant shall have no claim whatsoever against LLI in respect of the manner and conduct of the removal, storage, sale and/or disposal of such items.

4. Covenants

- (a) In the event any statutory clearance of licence is required for the event contemplated hereunder, the applicant shall be fully responsible to obtain the necessary clearance at its own costs.
- (b) The applicant hereby undertakes that no music, literary or artistic work or other property protected by copyright and/or related rights will be performed, reproduced or used, nor will the name of any entity protected by trade mark be reproduced or used during the event unless the applicant has obtained written permission from copyright owner(s) or trade mark holder(s), and that it shall comply strictly with all intellectual property laws including copyright and trade mark law.
- (c) **Indemnity**
 Without prejudice to any other rights of LLI, the applicant shall fully indemnify and hold harmless LLI, its contractors, agents, trustees, officers and employees and each of them from and against any and all losses (including consequential, indirect, special and incidental losses), actions, claims (including third party claims), demands, damages, expenses, compensation, costs (including legal costs on a solicitor and client basis), charges, liabilities, proceedings and other adverse consequences which they or any of them may suffer or incur arising out of or in connection with:
- i. Any breach or non-compliance on the part of the applicant or any participant, employee, delegate, guest, invitee or speaker etc. and their contractors, sub-contractors or agents etc., of any of the terms and conditions contained hereunder or any relevant legislations and regulations or any infringement of any third party's copyright or other intellectual property rights or proprietary rights;
 - ii. Any death or injury to person or loss or damage to property occasioned to any party at the facilities or anywhere else in the building or otherwise or where such death, injury, loss or damage is attributable to any act or omission or negligence of the applicant, agents or contractors etc.
- (d) **Name / Logo Control**
 The applicant shall not at any time without the prior written approval of LLI use the name, trade mark(s) or logos of LLI in any of the applicant's publications promoting or otherwise describing the event. Except as provided above, the applicant shall have no right to use LLI's name, trade mark (s) or logos and the applicant acknowledges that all intellectual property and proprietary rights in LLI's name, trade mark(s) and logos are, and shall remain, vested solely in LLI.

5. Exclusion of LLI's liability

LLI shall not be liable to the applicant or to any other person attending or participating in the programme organized by the applicant and held on LLI's premises for loss of life or injury to person or loss or damage to property or goods whether occasioned at the facilities or otherwise, except insofar that such loss of life or injury to person is solely and directly caused by the wilful default of LLI or its employees or loss or damage to property is solely and directly caused by the wilful default of LLI or its employees.

Save as aforesaid, LLI and its officers, servants, employees or agents shall not be liable to the applicant for its inability to fulfil any of its obligations hereunder, including but not limited to any delay in supplying, any failure to furnish, or for any limitation, curtailment, rationing, restriction or interruption of service of any electricity, telephone, cold air serving the facilities or campus or the interruption

of use of any equipment in connection with the supplying of any of the aforesaid service caused by any intervening event that is not within its reasonable control including but not limited to fire, accident, riot, strike, labour dispute, acts or war, acts of terrorism, act of God, the execution of any repairs or improvements, or causes beyond the reasonable control of LLI. In no event shall LLI be liable for any indirect or consequential damages such as but not limited to loss of business or profits, even if LLI has been advised of the possibility of such damage, loss or claim.

6. Damages

The applicant shall be fully liable for any damage to the facilities, building premises, apparatus, fittings, carpet and audio-visual equipment etc, of the premises and/or any items or fixtures within the premises. LLI shall have the right to demand for compensation fees of \$500 if required and any additional compensation for the cost of cleaning, repairs, replacement and/or losses or expenses incurred by LLI as a result of such damage. The decision of LLI on such compensation shall be final and binding on the applicant, and the applicant agrees to pay such compensation upon demand by LLI.

7. Termination

- (a) In the event of contravention of any of these Terms and Conditions, LLI shall have the right to ask the applicant and its participants to vacate the building immediately, and charges paid for any unused period shall be deemed to be forfeited. In such an event, it is the applicant's responsibility to ensure that its participants leave the LLI building in an orderly and prompt manner.
- (b) If at any time and for any reason, whether within or beyond the control of either LLI or the applicant, any of the following events occur, then at any time whether or not any such event is occurring, LLI may by written notice to the applicant revoke the approval forthwith:
 - i. By reason of any event of force majeure (including but not limited to an act of war, act of terrorism, act of God by fire, flood, earthquake or other natural disaster);
 - ii. Any law, judgement, rules, directives, order or other regulations, relating to labour dispute resulting in strike, lockout or boycott or other labour disruptions; and
 - iii. Any other matter, or cause beyond the control of LLI which will reasonably prevent or hinder LLI from fulfilling any of its obligations under this Agreement.

Any refund to be made shall be at the sole discretion of LLI.

- (c) LLI shall be under no liability to the applicant or any other persons for any loss which the applicant may sustain as a result of any event of force majeure, or in consequence of any revocation or suspension of use of the facilities. In the event of a termination pursuant to clause 7(b) above, upon refund by LLI to applicant of any fees or any part thereof, neither party shall thereafter have any claim against the other whether arising out of this agreement or otherwise.

The applicant hereby agrees to observe and comply with all the above Conditions of Use and shall procure and ensure that all other parties present or involved with, in any way whatsoever, with the event will observe and comply with all the terms and conditions herein provided. Without limiting the generality of the foregoing, the applicant hereby agrees to make payment of the applicable fees in accordance with Clause 1(b), and not to do any act, matter or thing which would or might vitiate in whole or in part any insurance effected by LLI in respect of the premises, and to replace, rectify remedy and make good any damage caused to the facilities and its compound as a result of the use of the facilities, and to comply strictly with all intellectual property laws (including copyright and trade mark law) and not to infringe on any statutory law, common law or proprietary right or other right of any persons during or in connection with its use of the facilities.

I agree to receive marketing information/updates on upcoming events and happenings from the Lifelong Learning Institute.

Name and Signature of
Applicant / Representative*

Company's stamp

Date: _____

**Delete where applicable*