



## PAYA LEBAR METHODIST GIRLS' SCHOOL (SECONDARY)

296 LORONG AH SOO SINGAPORE 536742 TEL: 6281 6606 FAX: 6382 0558 EMAIL: plmgss@moe.edu.sg

### AGAPE CONCERT HALL RATES

	Rehearsal	Actual
Hall Rent (Weekday)	\$360 per hour (minimum total \$1440)	\$600 per hour (minimum total \$2400)
Hall Rent (Weekend)	\$360 per hour + Surcharge \$360 (minimum total \$1800)	\$600 per hour + Surcharge \$600 (minimum total \$3000)
Manpower cost (Weekday)	\$200 per hour (minimum total \$800)	\$340 per hour (minimum total \$1360)
Manpower cost (Weekend)	\$250 per hour (minimum total \$1000)	\$420 per hour (minimum total \$1680)
*minimum 4 hours booking (inclusive of at least 1 hour pre-event and 1 hour post event preparation)		
Holding Area (L) (Dance Studio)	\$100 per hour	
Holding Area (M) (Harp Room/Handbell Room)	\$50 per hour	
Surcharge of refreshment area (inclusive of cleaning charge)	\$200 (for 2 hrs)	

AGAPE CONCERT HALL BOOKING REQUEST FORM				
Applicant (known as Licensee)				
Organisation:		Contact Person Name:		
Unique Entity Number (UEN):		Designation:		
Address:		Tel:		
Postal Code:		Email:		
EVENT DETAILS				
Venue Required:		Concert Hall		Harp holding room
		Dance holiday room		Refreshment area
Event Title:				
Event Description:				
Date and Time: (Proposed Event Schedule)  Site Visit can be arranged by appointment only.		Rehearsal(s) Date / Time:  Date/Time: _____ / _____ to _____  Date/Time: _____ / _____ to _____  Actual Event Date/Time: Date/Time: _____ / _____ to _____		
No. of Cast & Crew:				
Expected No. of Attendees:				
DECLARATION				
I, the undersigned, hereby declare that the above information is accurate. I understand that this Booking Request Form does not in any way constitute a booking agreement. All bookings are subject to approval and confirmation, and the Terms and Conditions stated overleaf.				
Name & Signature		Designation		Date

## Terms & Conditions

### A. Use of Premises & Facilities

1. The Principal of the School (the "Principal") shall be the sole arbiter as to the permitted use of the School's Premises and the decision of the Principal shall be final. Approval is hereby given for the Licensee to use the School's Premises solely for the purpose stated in the Booking Form under "Event Details".

2. The School may, at its sole discretion, request the Licensee and/or its invitees who are found to be in breach of any of the provisions of the School's Rules or the terms and conditions herein, to cease and desist from such breach and/or to leave the School's Premises.

The Licensee shall always utilize the School's Premises in such manner so as not to interfere with the reasonable comfort of the other users and occupants in the School.

3. The Licensee shall be fully responsible for the proper conduct, behaviour and attire of its invitees and shall be liable to the school in respect of any damage caused by the Licensee or its invitee, and/or injury caused by or resulting from any act or omission of the Licensee or its invitee. The Licensee shall keep the School, its staff and agents fully indemnified in respect of any action, claim or demand arising by reason of any of the Licensee's invitees' act and/or omission.

4. The consumption of food and beverages within the Licensed Premises is strictly prohibited unless prior written approval has been obtained, and consumption is confined to a specified and limited area.

5. The Licensee shall be responsible for the cleanliness of the School's Premises, and all passageways and all means of access to and from the School's Premises shall always be kept clear of obstruction.

6. The consumption of any alcoholic drink or other liquors within the School's Premises is strictly prohibited. In addition, persons under the influence of alcohol shall not be permitted access to the School's Premises. Smoking within the School's Premises is strictly prohibited.

7. No posters, placards, commercial advertisements, directional signage or any such material shall be displayed anywhere inside or outside the School's Premises without the prior written permission of the Principal or her designee. Should such approval be given for any specific event, it shall be the responsibility of the Licensee to remove such posters, placards, advertisements, directional signage or any such materials immediately after the event. Failure by the Licensee to do so in a timely manner shall result in the School carrying out such work as may be necessary to remove such material, at the expense of the Licensee, on a full indemnity basis.

The School may at any time withdraw the School's Premises from the Licensee's use without stating any reason whatsoever.

8. The Licensee and/or its invitees shall comply with such additional rules or terms and conditions as may be imposed by the School from time to time to regulate the use of the School's Premises.

9. The Licensee shall be responsible for obtaining at its own cost and expense all relevant licenses, consents, permits, and approvals which may be required or necessary for or incidental to the use of the facility/facilities, and /or the School's Premises. Failure on the part of the Licensee to obtain any applicable license, consent, permit and/or approval shall entitle the School to forthwith avoid or terminate the Licensee's right to use the School's Premises, without refund of fees paid.

**B. Licensee's/ School's Property**

1. The School shall not be held responsible for any damage, loss or theft of any article or property of The Licensee and/or its invitees left anywhere in the School's Premises.

The Licensee and/or its invitees shall not entrust any article or property to the care of the School's staff or agents.

**School's Property**

1. No property of the School shall be removed from the School's Premises without the written consent of the School.

2. If the Licensee and/or its invitees remove or damage the School's property, the Licensee shall indemnify the School the cost of making good the same in full, the cost of which shall be assessed by the Principal or her designee, whose decision shall be final.

**C. Dealing with School's Staff or Agents**

1. The Licensee shall not be permitted to give any gratuity of any kind to any of the School's staff or agents.

2. The Licensee shall report unsatisfactory conduct of any of the School's staff or agents to the Principal or her designee but shall not be entitled to reprimand or impose sanctions upon the said staff or agents directly.

**D. Cancellation & Forfeiture**

1. The School shall be entitled to cancel or terminate the use of the School's Premises under this Agreement at any time with at least 14 calendar days' notice to the Licensee. In this respect, the decision of the Principal or her designee shall be final, and monies paid by the Licensee under this Agreement shall be refunded to the Licensee in full, following which no further claim shall be made by the Licensee against the School whatsoever.

2. In the event of a national crisis, such as H1N1 where the School is instructed to shut down by the Ministry of Education, and monies paid by the Licensee under this Agreement shall be refunded to the Licensee in full, following which no further claim shall be made by the Licensee against the School whatsoever.

3. The Licensee agrees that, upon the cancellation of the Agreement by the Licensee, a percentage of the rental charge shall be payable in the following manner:

a. 30% of the rental charge where cancellation notice is provided at least 180 days prior to the License period

b. 50% of the rental charge where cancellation notice is provided less than 180 days but more than or equal 90 days prior to the License period.

c. 75% of the rental charge where cancellation notice is provided less than 90 days prior to the License period.

## **E. Non-Liability of School**

1. The School, its staff, or agents, shall not be liable or responsible for any death and/or injury howsoever caused to Licensee and/or Invitees. The School shall not be liable for any theft or loss or damage to any property of the Licensee and/or its Invitees.
2. The Licensee shall indemnify and keep the School indemnified against all claims against the School caused or occasioned using the School's Premises.

## **F. Contracts (Rights of Third Parties) Act**

It is the intention of the School and the Licensee that a person who is not a party to this Agreement shall have no right under the Contracts (Rights of Third Parties) Act (Chapter 53B) to enforce any provision in this Agreement.

## **G. Insurance Coverage**

The Licensee shall obtain its own public liability insurance coverage with a sum insured of \$1million for the duration of their use of the School's Premises, including rehearsal days and the actual event day.

At least \$1 million limit of liability. Need to inform insurer:

Event dates and intended sum insured.

Event location: Paya Lebar Methodist Girls' (Sec) School  
296 Lor Ah Soo, Singapore 536742

## **Public Liability Insurance**

As stated in the Terms and Conditions of the Booking Form, the licensee shall obtain its own public liability insurance coverage with a sum insured of \$1 million for the duration of their use of the School's Premises, including rehearsal days and the actual event day.

In this respect, please forward us a copy of the Public Liability Insurance Policy which covers your organisation, PLMGS Board of Management and/or Paya Lebar Methodist Girls' School (Secondary) for the booking.

## **H. Covid measures**

The Licensee shall implement and adhere to Safe Management Measures (SMM) strictly as specified by the Government of Singapore at all times while using the School's premises.

In the event of any attendee(s) of the Licensee's event is /or determined to be confirmed case of Covid, upon the notification of requirement for disinfection or deep cleansing by the Authorities, the School will engage a competent Contractor to perform the required cleaning services and the Licensee agrees to reimburse the School for the costs incurred.

## **I. Miscellaneous**

This Agreement is governed by the laws of the Republic of Singapore.

We hereby agree to the Terms and Conditions for Agape Concert Hall venues set up above.

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Signature

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Name & Designation

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Organisation Name