Application for Use of ONEC NTU@one-north campus Facility Booking

Booking Form (For use By External organization / Weekends / PH)

NTU@one-north Executive Centre (ONEC), NTU@one-north campus
Facilities Booking System
General Conditions

NTU@one-north Executive Centre, NTU@one-north Campus

Part 1: General Conditions and Rules and Regulation:

1. All bookings are on a first-come-first-served basis and subject to availability at the time of booking.

2. **Bookings must be made 7 days in advance.**

3. **Cancellation** - Any changes or cancellation to booking is to be made at least 7 days prior to booking date by user. Cancellation made with less than 7 days’ notice can be made by writing to onec@ntu.edu.sg. With effect from 01 Jan 2016, 100% of the rental rate will be imposed for cancellation made less than 7 days’ notice. Once booking has been changed or cancelled, NTU@one-north Executive Centre, NTU@one-north campus has the right to release the venue for others to use.

4. **Payment of rental charges must be made to the “Nanyang Technological University” 7 working days prior to the event start date. Without full payment, NTU@one-north Executive Centre, NTU@one-north campus will not be liable to provide the requested goods and services.** Payment of rental charges could be done using the following modes of payment below:

4.1 **Payment by Cheque**

All cheque payments should be crossed and made payable to **Nanyang Technological University**. Please mail cheque to:

Nanyang Technological University
NTU@one-north
11 Slim Barracks Rise (off North Buona Vista Road)
NTU@one-north campus, Executive Centre #09-09
Singapore 138664

4.2 **Payment by Credit Card (Visa, MasterCard and AMEX only)**

Refer to the credit card authorization form attached. Fill in the details and fax it to us at (+65) 68730159.

4.3 **Payment by GIRO**

For organisations that have a GIRO account with us, please provide remittance advice once amount has been transferred.

Nanyang Technological University
NTU@one-north
11 Slim Barracks Rise (off North Buona Vista Road)
NTU@one-north campus, Executive Centre #09-09
Singapore 138664
Tel: (65) 65141903 / (65) 65141928; Fax: 68730159
Email: onec@ntu.edu.sg
4.4 Payment by E-Invoicing
For government organisations that use E-invoicing

4.5 Telegraphic Transfer / Bank Draft
Please advise before proceed. Customer has to bear bank charges imposed by bank on both side. The amount to reach us should be the exact amount of actual rental.

5. All premises must not be loaned for political, religious or private use.

6. Applicant must undertake to pay for all damages, losses and abuse, if any, and the amount of damages shall be determined by NTU@one-north Executive Centre, NTU@one-north campus.

7. The security personnel reserve the right to order those who misbehave or infringe the rules and regulations of NTU@one-north Executive Centre, NTU@one-north campus to leave the premises and refer the matter to the Police.

8. Any furniture/items used shall be returned to the appropriate places. Action will be taken against the applicant for failure to do so.

9. Only materials/films approved by the Media Development Authority are allowed to be shown.
**Conditions and Restrictions**

1. These regulations governing the use of the NTU@one-north Executive Centre, NTU@one-north campus (hereinafter referred to as the premises) are issued by the NTU@one-north Executive Centre, NTU@one-north campus of Nanyang Technological University.

2. No person other than authorised staff of the University or of the tenants of the premises shall be permitted to remain on the premises after the closing hours.

3. Except during the hours of any performance/function/events, no person shall be admitted to the premises unless on official business.

4. NTU@one-north Executive Centre, NTU@one-north campus may refuse admission to any person who in his opinion is likely to cause embarrassment or annoyance to other patrons or users of the premises.

5. No infant in arms shall be admitted to any performance/function/events.

6. The licensee or tenant shall observe the advised time of the commencement of the function/event and shall vacate the premises on or before the expiry date and time of hire of the premises.

7. The licensee or tenant shall not assign, underlet or part with the possession, use or occupation of the premises or any part thereof, whether or not for consideration, without the prior written consent of the NTU@one-north Executive Centre, NTU@one-north campus.

8. Intoxicating or other liquors, beverages and food shall not be consumed on the premises other than in the place and space allocated for such purpose.

9. Cooking is not allowed in any part of the premises.

10. There shall be strictly no smoking in the premises.

11. Screws, nails or devices of any description likely to deface the wall, floors or ceilings are not allowed to be used on any part of the premises.

12. Any material, good, equipment, etc shall not be dragged in the premises. For heavy loads, trolleys with rubber castors are to be used.

13. No banner, poster or advertising material will be permitted on or about the premises without prior written approval of NTU@one-north Executive Centre, NTU@one-north campus.

14. No licensee or tenant shall have control over the advertisements, decoration materials or banners appearing on the premises.

15. All sceneries, draperies, cloths or any description, floral decorations, curtains, etc to be used in a production shall be rendered flameproof, preferably in the process of manufacture and to the satisfaction of the Director, Fire Service.
16. The seating arrangements in the theatres, seminar rooms and other function rooms may not be altered without prior written approval of the NTU@one-north Executive Centre, NTU@one-north campus.

17. All passageways and means of exit shall be kept clear and no table or chair shall be placed at these places without the prior written approval of the NTU@one-north Executive Centre, NTU@one-north campus.

18. Over-amplification of sound by electronic devices that will cause annoyance to other users of the premises is strictly prohibited.

19. No unauthorised person shall be admitted to the Projection Rooms, Store Rooms and any other designated staff rooms.

20. 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 permission of the NTU@one-north Executive Centre, NTU@one-north campus.

21. No tape or video recording, filming or still photography shall be taken without the prior written permission of the NTU@one-north Executive Centre, NTU@one-north campus.

22. The licensee or tenant shall ensure that fire safety regulations are strictly adhered to.

23. No licensee or tenant shall have control over any staff of the University. Any disagreement with any member of the staff or misbehaviour on the part of the staff shall be reported to NTU@one-north Executive Centre, NTU@one-north campus.

24. NTU@one-north Executive Centre, NTU@one-north campus reserves the right to inspect & cancel at any time an event which in his opinion deviates from the stated purpose or contravenes the regulations.

25. The licensee or tenant shall indemnify the NTU@one-north Executive Centre, NTU@one-north campus and the University against all claims, demands, actions and proceedings arising out of any infringement of copyright/intellectual property rights on the unauthorised playing, performance or use of any record, tape, apparatus of contrivance occurring during the period of rental of the premises.

26. The storage or properties on the premises will be at the risk of the licensee or tenant and NTU@one-north Executive Centre, NTU@one-north campus or the University will not be held responsible for any damage or loss by way cause whatsoever.

27. Should any equipment or properties of the rooms be broken, damaged or lost, or should any damage be done to the premises, the licensee or tenant shall pay a sufficient sum to make good such damage or loss. No equipment or property shall be altered or modified without the prior written approval of NTU@one-north Executive Centre, NTU@one-north campus.

28. The University and NTU@one-north Executive Centre, NTU@one-north campus and or their servants or agents shall not be responsible and shall be under no liability whatever in respect of death, bodily injury, loss damage or any consequential or indirect loss sustained by the licensee or tenant or its servants, agents, guests or any other person by reason of any act or neglect of the University or NTU@one-north Executive Centre, NTU@one-north campus or their servants or agents whilst performing their duties within the scope of this agreement or under any circumstances whatever.
29. The licensee or tenant shall be entirely responsible for the proper and safe setting of all his scenery and for the proper working of all his own electrical, mechanical and other appliances. NTU@one-north Executive Centre, NTU@one-north campus shall not be held responsible for any expenses, claims or demand made in the event of any accident occurring to any person engaged in connection with the work.

30. All licensees or tenants shall comply with the NTU@one-north Executive Centre, NTU@one-north campus car-park policy, rules and regulations issued by the University's Office of Facilities and Planning Management.

31. The University or NTU@one-north Executive Centre, NTU@one-north campus reserves the right to waive any of the above Regulations, or insert additional regulations.
Catering Services

1. The Caterer, its employees, servants, agents and the like (hereinafter collectively referred to as the "Caterer") shall abide by the rules and regulations lain by the University, and NTU@one north Executive Centre (hereinafter referred to, interchangeably, as the "Premises" and/or "ONEC").

2. The Caterer shall hold a valid catering license and comply with all regulations required by the governing bodies and at the Caterer's own expense, insure against any claims, losses, liabilities, or other risks arising from public or any third parties under a Public Liability Policy with an insurance company for a sum of Singapore Dollars One Million per occurrence (SGD1,000,000.00). The insurance shall include a Cross-Indemnity Clause.

3. On arrival at ONEC, the Caterer shall approach the officers at the Fire Command Centre (FCC) to register themselves with the use of their original identity card(s) or valid work permit(s), where applicable and exchange for the work pass(es) before proceeding beyond FCC.

4. The Caterer shall employ experienced, competent, customer- and service-oriented employees; dressed in clean and neat uniform/attire adorned with the Caterer's company logo and/or with identification name tags and who are able to communicate effectively in English.

5. The Caterer shall deliver the goods and services through the car park and shall employ only the use of the lift (Lift No. 1) available, wherever applicable. No delivery is allowed from the main entrance (Lift No. 2 and Lift No.3).

6. The Caterer shall ensure that truth-in-menu laws apply and, amongst others, this may include putting up such licenses as the halal certification; that foods served are fit for human consumption; and to exercise good hygiene practices at all times.

7. The Caterer shall provide the use of white-colored table cloth and presentable skirting for the buffet line and where there's a sit-down catered event, the Caterer shall provide suitably sized dining tables and table cloths to be laid over the dining tables, cloth napkins, and/or seat covers for the full-back seats, where necessitated. Table cloth, skirting and seat covers shall be appropriately "fire-retardant" treated.

8. The Caterer shall not store or bring upon any part of the Premises or the building kerosene, chemicals, gases, combustible or employ the use of open flame food preparation with the exception of tea-light candles, wax, e.g., sternol or gel for the sole purpose of heating foods in a chafing dish(es).

9. The Caterer shall ensure that all equipment, including serving wares used shall be free of stains. Where there's use of glassware and reusable tableware, and cutlery, these shall be free of stains, water marks/spots, rusts and tarnishes.
10. The Caterer shall be required to complete the setup no later than half an hour before the commencement of the scheduled catered event. And the Caterer shall be required to tear down and remove the same no later than 2 hours at the cessation of the scheduled catered event.

11. In the event the Caterer has failed to remove all goods and property whatsoever found on or around the Premises, ONEC is hereby authorized, without being liable for any loss or damage occasioned thereby to the Caterer or any third party and without prejudice to ONEC’s right to claim damages, costs and expenses arising out of the Caterer’s breach:

12. To remove all goods and property on or around the Premises and all costs and expenses incurred including storage costs (if any) shall be payable by the Caterer forthwith on demand by ONEC; and/or

13. Dispose or otherwise deal with the goods and property as ONEC in its sole absolute discretion deems fit.

14. The Caterer shall indemnify ONEC against any liability incurred by it to any third party whose property shall have been disposed of by ONEC in the bona fide mistaken belief (which shall be presumed unless the contrary be proved) that such property belonged to the Caterer is and has been liable to be dealt with as such pursuant to this clause.

15. Where the catered event involves sit-down meals, the Caterer shall arrange for bussing stations to be strategically located at the Premises for the purpose of removing soiled tableware and food waste.

16. The Caterer shall be responsible for, and to keep ONEC and ONEC's Client fully indemnified against all damages, losses, costs, expenses, actions, demands, proceedings, claims and liabilities made against or suffered or incurred by ONEC and its Client arising directly or indirectly any act, omission or negligence, breach or non-observance of the Caterer.

17. The Caterer leaving the equipment and the like at the Premises is at the Caterer's own risk and the Caterer shall not hold the ONEC and/or its Client liable for all damages, losses or the like, whatsoever.

18. The Caterer shall provide sufficient clean pedal step bins of adequate size complete with receptacle bags for the collection and disposal of food waste and disposables, if any, generated from the catering. The pedal step bins shall be placed no less than 3 feet away from the buffet line or at such locations as designated by ONEC or its Client.

19. At the end of each and every catered event, the Caterer shall at the Caterer's own expense, arrange for all food waste or debris to be removed off site/Premises immediately and the disposal of the same in accordance with statutory or regulatory requirements. Disposal of food waste or debris at ONEC’s bin centre is strictly prohibited.

20. The Caterer shall keep the Premises and every part thereof clean and hygienic and tidy and at a standard acceptable to ONEC and/or its Client and to keep all pipes drains basins sinks
and water closets if any in the Premises clean and unblocked. Washing of soiled dishes, food inserts and the like are strictly prohibited at ONEC.

21. All damages, food spills to the floors and walls, and the like, shall be made good by the Caterer. In the event that these are not remedied timely, ONEC reserves the right to reinstate the Premises to its original condition and at the Caterer's cost and expense and the Caterer shall pay the costs and expenses thereof upon ONEC's written notice.

22. The Caterer shall not tout or permit to tout and/or solicit any third parties for sales at the Premises, be it directly, subliminally or otherwise.

23. For the use of lavatories, the Caterer shall use any lavatories located at all levels or as such designated lavatories as approved by ONEC.

24. The Caterer shall keep the Premises and every part thereof clean and hygienic and tidy and at a standard acceptable to ONEC and/or its Client and to keep all pipes, drains, basins, sinks and water closets if any in the Premises clean and unblocked. Washing of soiled dishes, food inserts and the like are strictly prohibited at ONEC.

In the event that the above is/are not complied with accordingly, and without prejudice to the rights of ONEC, the latter reserves the right to levy appropriate liquidated damages against the Contractor.
**Liquidated Damages**

<table>
<thead>
<tr>
<th>Item</th>
<th>Type of Offences</th>
<th>Liquidated Damages</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Failure to clean up the area after the event, e.g., trash, confetti, rice, food, beverages left over in the Premises and/or to removed and transport all food waste out of NTU.</td>
<td>S$150 per offence/day</td>
</tr>
<tr>
<td>2</td>
<td>Failure to provide experienced and competent Staff to serve efficiently and courteously.</td>
<td>S$50 per offence/day</td>
</tr>
<tr>
<td>3</td>
<td>Failure on the part of the Caterer to wear clean and neat uniforms at all times with either Company logo printed or identification tags.</td>
<td>S$50 per offence/day and the staff be removed from the Premises</td>
</tr>
<tr>
<td>4</td>
<td>Failure to report to ONEC FCC prior to setting up.</td>
<td>S$30 per offence/day</td>
</tr>
<tr>
<td>5</td>
<td>Failure to come through the Loading/Unloading Bay or Delivery Point or such designated and approved access routes.</td>
<td>S$50 per offence/day</td>
</tr>
<tr>
<td>6</td>
<td>Failure on the part of the Caterer to exercise due care to the Premises and any other part of the property.</td>
<td>Total cost of restoration will be borne by the Caterer.</td>
</tr>
<tr>
<td>7</td>
<td>Failure to provide appropriate linen like skirting, table cloths for buffet lines and round tables.</td>
<td>S$50 per offence/day</td>
</tr>
<tr>
<td>8</td>
<td>Failure to tear down and remove the setup no later than two hours at the cessation of the scheduled catered event.</td>
<td>S$30 per offence/day</td>
</tr>
<tr>
<td>9</td>
<td>Failure to tear down and remove the setup no later than two hours at the cessation of the scheduled catered event.</td>
<td>S$50 per offence/day</td>
</tr>
<tr>
<td>10</td>
<td>The Contractor has been found soliciting clients for sales. Business cards are not allowed to be placed on the buffet tables.</td>
<td>S$100 per offence/day</td>
</tr>
<tr>
<td>11</td>
<td>Failure to provide all necessary equipment, i.e. buffet line tables, bain maries, serving equipment required for the event.</td>
<td>S$50 per offence/day</td>
</tr>
<tr>
<td>12</td>
<td>Prepare or cause to prepare foods that involves cooking with the use of an open flame or such electrical powered devices and/or that emits odors and/or fumes within the confines of ONEC and without approval from ONEC.</td>
<td>S$250 per offence/day</td>
</tr>
<tr>
<td>13</td>
<td>Breach of Truth-in-Menu -falsely and willfully declared foods are Halal when they are not</td>
<td>50% off total cost of catering and lodgment of notification to NEA and MUIS and reasonable compensation to ONEC’s client.</td>
</tr>
<tr>
<td>14</td>
<td>Misuse and/or unauthorized use of ONEC properties</td>
<td>S$50 per offence/day</td>
</tr>
</tbody>
</table>
Part 2: To be completed by Applicant:

### Particulars of Applicant

<table>
<thead>
<tr>
<th>Full Name (Mr/Mrs/Miss/Prof) :</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Organisation :</td>
<td></td>
</tr>
<tr>
<td>ID/ I.C. no :</td>
<td>Contact No/ e-mail address :</td>
</tr>
</tbody>
</table>

### Booking Details

<table>
<thead>
<tr>
<th>Room Required (e.g. SR501) :</th>
<th>Participants :</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date From :</td>
<td>Date To :</td>
</tr>
<tr>
<td>Required Time Slot(s)</td>
<td>AM</td>
</tr>
<tr>
<td>9:00am – 01.00pm</td>
<td>[ ]</td>
</tr>
<tr>
<td>1:30pm - 5:30pm</td>
<td>[ ]</td>
</tr>
<tr>
<td>6:00pm – 10:00pm</td>
<td>[ ]</td>
</tr>
<tr>
<td>AM + PM</td>
<td>9:00am – 5:30pm</td>
</tr>
<tr>
<td>PM + EVENING</td>
<td>1:30pm – 10:00pm</td>
</tr>
<tr>
<td>AM + PM + EVENING</td>
<td>9:00am – 10:00pm</td>
</tr>
</tbody>
</table>

### Purpose :

Room Arrangement :
(Row / Cluster/ Others, please specify)

### Remarks :

### Payment Details

<table>
<thead>
<tr>
<th>Attention to Whom :</th>
<th>Company Registration Number :</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Name :</td>
<td>Billing Address :</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Method of Payment :</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(Tax Invoice / E-Invoicing / Others, please specify)</td>
<td></td>
</tr>
</tbody>
</table>

### Remarks :

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Prepared By

__________________________
Jackson Chai
Senior Executive

Approved by

__________________________
Ms Ong Sow Ping
Centre Manager

I certify that the above information is correct, and I have read and will fully comply with the general conditions and the Rules and regulation governing the use premises booked. Any cancellations, please kindly write in to onec@ntu.edu.sg.

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