



SINGAPORE CONFERENCE HALL VENUE RENTAL TERMS AND CONDITIONS

The following Terms and Conditions shall govern the use of Singapore Conference Hall (hereby known as SCH) and/or its facilities/services. All Hirers must agree to abide and be bounded by the following terms and conditions.

BOOKINGS

1. Application for hire of the SCH and/or its facilities/services must be made on the attached application form to the Management of Singapore Chinese Orchestra Company Limited (hereby referred to as 'the Company').
2. A booking will only be confirmed when:
 - a) A payment has been made to cover the estimated rental charges that are likely to occur.
 - b) The terms and conditions are acknowledged and adhered to.
3. Bookings are made strictly between the Company and the Hirer. They are not transferable from the hirer to a third party.
4. The Company reserves the rights to cancel all performance/functions for any period of time for the use of national/state functions or any events required by Government. Alternative dates will be offered to the hirer. In the event that Hirer wishes to cancel the bookings, the Company will not refund the deposit. The Company or any staff for the Company shall not be liable for any loss or damage suffered by the hirer arising out of or in connection with such cancellation, termination, deferment or advancement of any bookings in relation to the national/state functions or any events required by the Government.
5. The Management reserves the rights to cancel, terminate, advance or defer any bookings of any part of the SCH at any time by notice to Hirers. The decision of the Management shall be final. The Management also has the rights to grant or refuse any application for the use of the premises without any reasons given. Money will be refunded upon cancellation or termination of the booking. The Company shall not be responsible for any loss or damage sustained out of such action.
6. Final payment must be made within 30 days from the date of invoice. The Company reserves the right to impose a 5% interest on the arrears; compounded on a monthly basis until full payment is remitted. All cheques are to be made payable to SINGAPORE CHINESE ORCHESTRA COMPANY LIMITED.
7. The Management reserves the rights to extend the stage for internal usage without prior to inform any hirer /school or party.
8. SCH is not reliable for any changes of rehearsal slot or refund of the payment should Singapore Youth Festival Presentation 2019 be held in another venue.

CANCELLATION OF BOOKINGS

1. In the event of any cancellation of rehearsal date booked with paid deposit, the following penalty will apply:
 - Amount paid for the rental will not be refunded
2. Change of rehearsal date is considered as a **Cancellation** and is subject to the *Cancellation of Bookings* Clause 1 stipulated above.

School Stamp & Teacher-in-charge Signature

RULES FOR PREMISE USAGE

1. No person shall be admitted onto premises except on official business. The Management reserves the rights, without refund or compensation, to refuse admission onto the premises to any person whose conduct is disorderly or unbecoming. The Management also reserves the right to conduct checks and confiscate items that are deemed dangerous or harmful.
2. No unauthorized staff or visitors are allowed entry to the backstage unless approval has been obtained from the Management.
3. No food and beverages are to be brought into the SCO Concert Hall, Exhibition Hall and Sectional Practice Hall. All food and beverages shall be consumed only in areas allocated for such a purpose.
4. Intoxicating or other liquors shall not be consumed on the premises other than in the place and space allocated for such purposes. Necessary permit will have to be applied before such sales.
5. Cooking is not allowed in any part of the premises.
6. Striking of matches or gas lighters are strictly prohibited in the building.
7. No smoking is allowed within venue.
8. No livestock of any description shall be admitted onto premises unless written approval has been obtained from the Management.
9. The Management may postpone, cancel, interrupt or stop the event due to adverse weather, dangerous situations or any other causes beyond reasonable control.
10. Only the sound reproduction or amplification equipment belonging to the Company may be used. Any person engaged by the Hirer to operate the sound/lighting equipment should still be under the supervision of the SCH management/technicians. When the Company cannot provide such equipment, the Hirer may use his own equipment provided that prior permission from the Management has been obtained.
11. Permission from the Management has to be obtained for admission into the Control Room, on stage and/or backstage, handing of stage lighting appliances and operating stage switchboard. Any person awarded admission must be accompanied by a SCH technician/crew. Only a maximum of three operation personnel engaged by the Hirer will be allowed into control room during set up, rehearsal and performance of the Hirer's booking.
12. No electrical appliances or fittings of any kind shall be altered, attached to or used in conjunction with the existing electrical fittings without the permission of the Management. If approval is given, the Company may require a deposit to cover the cost of repair/replacement of the equipment/property that might be damaged.
13. Excessive noise from electronic devices that is likely to cause annoyance to other users of the premises is strictly prohibited. All passageways and means of exit shall be kept clear and no tables or chairs shall be placed at these places without the prior approval of the Management.
14. Any materials, goods, equipment etc shall not be dragged in the rented venues. For heavy objects, trolleys with rubber castors are to be used.
15. The Hirer must be entirely responsible for the proper and stage setting of any property used in the premises and for proper working of his own electrical, mechanical and other appliances. The Company shall not be held responsible for any accident occurring to any person engaged in connection with the work during the Hirer's booking or in connection with the Hirer's booking.

16. Should any equipment (including all stage equipment, sound, lighting and technical equipment) or property of the SCH be damaged or lost while on hire, the Hirer shall pay for such damage or loss.
17. The storage of any property in the premises is at the risk of the Hirer and the Management will not be responsible for any damage or loss from any cause whatsoever.
18. All items belonging to the Hirer must be removed from the SCH by the end of the period of hire, failing which additional rental will be charged. In the event of failure on the part of the Hirer to pay such additional rental charge within 7 days from the date of written demand, the Management reserves the rights to dispose of or destroy such items as it deems fit. In exceptional circumstances, equipment/props may be left between rehearsal and performance subject to prior permission of the Management.
19. The hirer and members of his group/organization including the artistes must vacate the premises after the rehearsal. No person other than the authorized staff shall be permitted to remain on the premises after the closing hours.
20. Any disputes or loud commotion are forbidden at the premises. Disputes or other grievances are to be settled outside the building.
21. The Management reserves the rights of access to all areas at all times.
22. Each school is restricted to only 2 Conductors, 5 teacher-in-charge, 12 helpers excluding the performers on the rehearsal date. No audience is allowed under the booking of rehearsal package.

GENERAL

1. No Hirer shall attempt to hold or gain control over any staff of the Company. Any disputes with any members of the staff, complaints of misbehavior on the part of the staff and/or redress of grievances are to be reported to the Management.
2. The offering of gifts and other tokens of gratitude to members of the staff are strictly prohibited.
3. The Company may at its absolute discretion rent out any part of its premises for whatsoever purpose it deems fit.
4. The Company reserves the rights to waive and/or amend any of the terms and conditions above and the rental charges are subject to changes without prior notice.
5. All decisions made by the Management to Hirer's requests shall be final and no further requests will be entertained.