



Venue Booking Rental Form

Booking Date:		Venue:	Eg. Whitebox, Entire Space, Ground Floor / Baby Stage
Name of Organisation:		Address:	
Company Registration No:			
Person in Charge:		Designation:	
Email Address:		Mobile No:	
Event Date:		Event Time:	
Name of Event:		Event Type:	Eg. Conference, Audition, Rehearsal, Performance
Event Details:			
Special Requests:	Eg. Tables, chairs, projector		

Terms and Conditions:

- This serves a reservation of dates for rental only. An invoice will be issued to you upon receiving the completed booking form.
- To secure your booking, please make a full payment or a minimum deposit of 50% upon receiving the invoice.
- Payment Mode:
 - (1) **Cheque** to be issued to The Ground Co Limited
 - (2) **Online bank transfer: DBS Bank Pte Ltd** / Bank Code 7171 / Branch Code 027 / Account No: 0279071940For verification purposes, please email your proof of payment to booking@theartground.com.sg
- **Payments are non-refundable.**
- **Failure to switch off equipment after venue usage will result in a penalty fee of \$100/day**

Acknowledgement of Acceptance:

I/We, _____, hereby unconditionally accept the offer of facility usage and all the terms of the agreement herein, including all the Standard Terms and Conditions herein.

Name / Signature

Date / Company Stamp



Standard Terms and Conditions

Cancellation Policy

Any cancellation on your part must be confirmed by letter or e-mail.

A cancellation fee of 50% of the total value of the booking (including beverages and extra charges if applicable) will be levied when notice of cancellation is received 1 month or more before the date of the event. Where less than 1 month's notice is received, the cancellation fee will be 75% of the total value of the booking (including beverages and extra charges if applicable).

The Artground reserves the right to cancel the booking in the event that the venue is required by The Artground on the date that has been let to you. In that event, we will give you prior notice of cancellation (one month's notice or, where that is not possible, such shorter notice as we are reasonably able to give). Any amount paid by you, including deposit, will be refunded.

The Artground shall not be liable for any loss, damage or any expenses whatsoever and howsoever arising directly or indirectly as a result of such cancellation.

The Artground shall reserve the right to cancel your booking if your organization intends to use the venue for any illegitimate purposes such as anti-social, anti-government or cult activities.

The Artground shall also exercise the right to recall the venue if the venue is required by The Artground or the Government for some urgent purposes deemed to be in the best interest of The Artground/Singapore. In that event, The Artground shall not be liable for any loss, damage or any expenses whatsoever and howsoever arising directly or indirectly as a result of such cancellation.

Terms of Payment

Full payment must be paid by the date stated in the invoice to confirm the booking. The Artground reserves the right to cancel the booking and to offer the venue to another party or organization in the event of the Customer's failure to pay the total fee stipulated by the said date.

THE ARTGROUND STANDARD TERMS AND CONDITIONS RELATING TO BANQUET FUNCTIONS OR EVENT

1. The Artground agrees to allow the Customer to hold a private banquet/function at its premises.
2. The Customer agrees that The Artground shall not be responsible for the conduct of the Customer and/or his/her suppliers, contractors and guests and shall not be liable for any claims, demands, damages, injuries or other losses arising from the acts or omissions of the Customer and/or his/her guests whether

COMPANY REG NO. 201632916C

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negligent or otherwise. In this respect, the Customer further agrees to be liable for and to indemnify The Artground for any damages, injuries or other losses to The Artground's property or personnel as a result of the acts or omissions of the Customer and/or his/her suppliers, contractors and guests. No adhesives are to be used by the Customer on any of the exhibits or wall murals, and a written plan shall be submitted to The Artground at least 14 days before the date of the banquet/function for The Artground's written approval before the Customer proceeds with the plan. The Artground will assess the condition of the exhibits after the banquet/function, and a minimum fee of SGD\$2000.00 may be charged should repairs be deemed necessary by the Executive Director of The Artground.

3. The Artground shall not be responsible or liable for any cancellation of the banquet/function on its part due to any circumstances beyond its control including but not limited to war, strikes, fire, inclement weather, national emergencies or other acts of God.
4. The Customer agrees that he/she shall bear all responsibility for as well as the cost of obtaining any necessary permits or license fees (including fees or royalties payable to the COMPASS, IFPI or other organizations in respect of music, sound recordings, videos or films used at the function) or the cost of any performances or forms of entertainment to be carried on or at The Artground's premises, and shall duly inform the The Artground and seek The Artground's consent for such performances or forms of entertainment at least 14 days before the date of the banquet/function.
5. The Customer shall abide by all laws regarding copyrights, royalties and trademarks.
6. The Customer agrees not to bring onto The Artground's premises any inflammable or hazardous substances or cause any of his/her guests to do likewise or to bring into The Artground 's premises any animals or birds, confetti or any devices emitting smoke or other chemicals without the prior written approval of The Artground.
7. The Customer agrees to inform The Artground and to seek The Artground's consent for any structures or decorations to be brought onto The Artground's premises at least 14 days before the date of the banquet/function and shall abide by any conditions stipulated by The Artground in giving such consent.
8. The Customer agrees to be liable for any increase in government taxes, e.g. goods and services taxes etc, which is not within the control of The Artground.

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9. The Customer shall be responsible and liable for the removal of garbage and waste materials from the service areas of The Artground.
10. The Customer shall at the end of his/her respective event, leave the venue in a clean and orderly state and shall remove and dispose of leftover props, decorative materials and other articles used with the prior approval of The Artground, failing which, The Artground reserves the right to claim from the Customer, the cost incurred by The Artground to dispose of the said items.

THINGS TO NOTE WITH RESPECT TO THE SUPPLY OF FOOD AND BEVERAGES

1. The Client shall ensure that the Food and Beverages supplier must have the relevant and valid license / certification issued by the National Environment Agency.
2. All deliveries and pick-ups must take place on the same day as the date scheduled for the event/function.
3. Carpets/flooring should be protected or covered during the set up or tear down.
4. The Food and Beverages supplier must provide sufficient disposal bags or bins when engaged by The Artground's clients.
5. The Food and Beverages supplier must remove the garbage in the said disposal bags or bins immediately after each event. Garbage in each bag should not be too heavy and must be tied up or double bagged if necessary.
6. All garbage must be disposed at the bin disposal area which is located near the entry of the cargo lift.
7. The Food and Beverages supplier must provide cleaning supplies to clean up all food stains/spillages and the Food and Beverages supplier must clean up the affected area(s) immediately after the event.
8. No equipment belonging to the Food and Beverages supplier which requires attachment to any wall, window or woodwork/panels shall be allowed at The Artground.
9. No form of adhesives, tape, nails, hook, tack or similar material shall be used on the surface of any property belonging to The Artground. The Food and Beverages supplier shall not cause or allow any damage or alteration to be caused to any part of The Artground or to any equipment, fittings, or machinery belonging to The Artground.

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