

## Reflection Theater Booking Form

### Applicant ( Licensee ) Details

Organisation/ Company				
Contact Person		Hp		Tel (O)
Designation		Fax		Email
Address				Postal Code

### Event Details

Event Name				
Event Description				
	<b>Booking Date</b>	<b>Start Time</b>	<b>End Time</b>	<b>Please tick accordingly:</b>
Booking Session 1				<input type="checkbox"/> Rehearsal <input type="checkbox"/> Actual
Booking Session 2				<input type="checkbox"/> Rehearsal <input type="checkbox"/> Actual
Booking Session 3				<input type="checkbox"/> Rehearsal <input type="checkbox"/> Actual
Ticketed	<b>Yes/ No</b> (Please circle accordingly)	Number of crew (s)		Number of Performer (s)

Facilities	Seating Capacity	Weekday Rates (Monday – Thursday)	Weekend Rates (Friday, Saturday, Sunday & Eve of Public Holidays)	Rehearsal	Actual Event
Reflections Theatre	<input type="checkbox"/> 146 <input type="checkbox"/> 302 <input type="checkbox"/> 431	<u>Public</u> First 4-hour block at \$1,200 Thereafter at \$200 per hour block.  Note: A 10% discount rate will apply to MOE schools and non-profit organizations.	<u>Public</u> First 4-hour block at \$1,800 Thereafter at \$300 per hour block.  Note: A 10% discount rate will apply to MOE schools and non-profit organizations.	No. of Hours (please indicate)	No. of Hours (please indicate)
Additional Equipment/Requirements	<b>NA</b>				
<b>Mode of Payment</b> (Please indicate clearly)	<input type="checkbox"/> <b>Cheque</b>	<input type="checkbox"/> <b>Cash</b>	<input type="checkbox"/> <b>Inter-school payment transfers (Applicable for MOE schools only)</b>		

**Important Notes**

- i) Each booking includes the following:
- Technical Support, Housekeeping and Security Services. The school reserves the right to call upon additional manpower if required and the cost of the additional manpower will be borne by the Hirer.
  - Air-conditioning, basic lighting, sound system, and usage of dressing room only. Other charges will apply upon additional request.
  - Use of dressing room with attached restrooms.
- ii) Upon request and subject to availability, 2 car parking lots may be provided to the Hirer. Hirer has to supply the car plate number and personal details of the driver to the Facility Coordinator one working day before the actual day of event.
- iii) Above booking and estimated total costing excludes the rental of specialized equipment or any other services (see separate quotation & invoice).

Instructions:

- ✓ Please email the completed form (e-signed) to [lee\\_yew\\_tong@schools.gov.sg](mailto:lee_yew_tong@schools.gov.sg).
- ✓ Upon confirmation by Xinmin Secondary School, full payment is to be settled within 5 working days.
- ✓ If payment is by cheque, it should be made payable to "Xinmin Secondary School".

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Applicant's Signature

Date:

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Stamp of Organisation

## **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.
3. The Licensee shall at all times 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.
4. The Licensee shall be fully responsible for the proper conduct, behavior 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.
5. 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.
6. 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 at all times be kept clear of obstruction.
7. 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.
8. Smoking within the School's Premises is strictly prohibited.
9. 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.
10. The School may at any time withdraw the School's Premises from the Licensee's use without stating any reason whatsoever.
11. 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.
12. 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 Property**

13. 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.
14. The Licensee will need to produce a hard copy of the Public Liability Insurance.
15. The Licensee and/or its invitees shall not entrust any article or property to the care of the School's staff or agents.

### **C School's Property**

16. No property of the School shall be removed from the School's Premises without the written consent of the School.
17. In the event that 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 whose decision shall be final.

## **D School's Staff/Agents**

18. The Licensee shall not be permitted to give any gratuity of any kind to any of the School's staff or agents.
19. The Licensee shall report unsatisfactory conduct of any of the School's staff or agents to the Principal, but shall not be entitled to reprimand or impose sanctions upon the said staff or agents directly.

## **E Physical Activities**

20. The Licensee and/or its invitees shall, prior to their use of the School's Premises, ensure that they have done a thorough medical examination and have obtained their medical physicians' approval for the relevant activities to be undertaken at the School's Premises, where appropriate. Any exercise or activities undertaken without the above shall be so undertaken at the Licensee's or its invitee's own risk.

## **F Cancellation & Forfeiture**

21. 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 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.
22. In the event of a national crisis or pandemic 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.

## **G Non-Liability of School**

23. 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.
24. The School shall not be liable for any theft or loss or damage to any property of the Licensee and/or its Invitees.
25. The Licensee shall indemnify and keep the School indemnified against any and all claims against the School caused or occasioned by the use of the School's Premises.

## **H Contracts (Rights of Third Parties) Act**

26. 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.

## **I Insurance Coverage**

27. 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 day(s) and the actual event day(s).

## **J Declaration**

I, the undersigned, declare and warrant that

- (1) all information provided by me in connection with this application is true, accurate and complete. I understand that any inaccurate, incomplete or false information given or any omission of information required shall render this application invalid and the School may at its discretion cancel this application.
- (2) for any personal data of other individual(s) disclosed by me in this application form, I have, prior to disclosing such personal data, obtained the appropriate consent from the individual(s) whose personal data is/are being disclosed, to permit the School to collect, use and disclose such personal data for the purposes of this application. I understand that this booking application is tentative and subject to the School's confirmation.

I hereby/ on behalf of my organisation:

- (a) Acknowledge receipt of a copy each of the Rental Charges and the Terms and Conditions governing the use of the Xinmin Secondary School – Reflections Theatre ; and
- (b) Confirm acceptance of and agree to abide by all the terms and conditions stipulated therein.
- (c) Confirm my understanding that all billings & contractual agreements will only be made with the organisation or individual as listed in this application form.
- (d) Confirm that I will not carry out any form of publicity nor produce any collateral related to this event for distribution or display, including ticket sales without sighting by Venue Management’s staff and receipt of email approval of collateral.

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Applicant’s Signature

Date:

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Stamp of Organisation