

USAGE GUIDELINES FOR APPLICANTS**BOOKING OF VENUE**

- 1.1.** Requests for venue use may be made up to six (6) months in advance; a minimum of ten (10) working days' notice is required. Requests are to be made by completing the "Venue Use Application Form".
- 1.2.** Booking is only deemed confirmed when applicant receives a confirmation e-mail from Think City and when full payment has been made. Once booking is confirmed, efforts will be taken by all parties to avoid any changes.
- 1.3.** Think City reserves the right to reject any Venue Use Application without ascribing any reasons thereto.
- 1.4.** Bookings are not transferable.

CHARGES & PAYMENTS

- 2.1.** Charges imposed for Venue Usage are as follows:
 - 2.1.1.** Administration Fee (For commercial activities, non-refundable).
 - 2.1.2.** Rental Fee (For commercial activities, non-refundable) as stipulated in the Rate Card A1 for non-commercial; and Rate Card A2 for commercial activities respectively.
 - 2.1.3.** Security deposit to be made upon booking confirmation, as stipulated in Rate Cards.
 - 2.1.4.** Total charges are due upon approval. Payment is to be settled no later than seven (7) working days after approval and seven (7) working days prior to the event start date, as specified in the Venue Application Form.
 - 2.1.5.** Scheduled setting-up and dismantling days are chargeable.
- 2.2.** In the event the Applicant fails to make any of the payments stated above within the stipulated time, Think City shall deem the Application to be cancelled and be at liberty to rent the Venue to other parties without notifying the Applicant.

ALCOHOL POLICY

- 3.1.** In the event alcoholic beverages are served or made available, such alcoholic beverages are to be provided only by the Applicant and the Applicant shall manage the crowd present at the premises.



ALTERATIONS & RENOVATIONS

- 4.1. Do not make any alterations in or additions to the Venue without obtaining the prior written consent of Think City.
- 4.2. Think City reserves the right to request for security deposits to be deposited prior to granting its consent to Tenant and such deposit will be returned to Tenant upon the completion of the renovation and full satisfaction by the Company that the renovation did not cause any damage to the Venue and Building, in any manner whatsoever and the renovation was completed in accordance with all applicable rules, regulations, by-laws and laws.
- 4.3. Think City shall be entitled to forfeit the security deposit and to claim any shortfall from the Tenant if the security deposit is insufficient to rectify, restore the Venue and/or the Building to its original state.
- 4.4. Do not carry out anything, which will or may infringe any of the laws, by-laws or regulations made by the appropriate authorities affecting the Venue and/or the Building during and prior to the Event.

FACILITIES USE

- 5.1. Use of premises is restricted to the indoor facilities and to the times specified in the approved Venue Use Application.
- 5.2. Tenant should be particularly cautious with food and beverages to avoid spills or stains.
- 5.3. Smoking is not permitted in the premises.
- 5.4. No cooking is permitted in the premises.
- 5.5. There will be no security control of the display items going in or out of the premises. Think City will not be held responsible for any loss or damage to the display items/products or belongings, suffered by the organizer, during or after the event.

NUISANCE

- 6.1. Do not use the premises or any part thereof for any unlawful or immoral purpose and do not carry out any act, which may become a nuisance to or give cause for reasonable complaint from the occupants of neighboring premises and/or the Building.
- 6.2. Noise must be kept within reasonable limits at all times so as to not disturb the neighbours.



PUBLICITY

- 7.1.** Do not use the 'RUANG by Think City' or 'Think City' brands as the sponsoring organization in any advertising or promotional material for Tenant's event or activity unless express permission is given prior. Do not publish RUANG by Think City's telephone number as the number to call for event information.
- 7.2.** Banners are not permitted to be displayed on the external part of the building without a DBKL permit obtained by the Applicant.
- 7.3.** Placing stickers, signs or posters anywhere within the OCBC Building without prior approval is prohibited.

VACATING OF THE DEMISED PREMISE

- 8.1.** Enlist cleaning services or self-clean to ensure the rented space is returned to its original condition.

OBLIGATIONS OF THE TENANT

- 9.1.** To observe and comply with all directions, rules and regulations issued by the Company from time to time in regard to the usage, security, and upkeep of the premises and the Building.
- 9.2.** Not to obstruct, damage, mark, deface or allow to be obstructed, damaged, marked or defaced the various entrances, stairways, corridors, passages, lift and all other common areas in and around the Building.
- 9.3.** All refuse, rubbish or waste material shall be disposed at the designated rubbish disposal bins or facilities and you shall take all reasonable steps not to litter any part of the lift or the premises or the Building in the process of such disposal. Do not place or leave in the entrances, stairways, corridors, passages, lift and all other Common Areas of the premises or the Building any boxes, goods, items, rubbish or otherwise encumber or obstruct the same and shall keep the premises in a clean and sanitary condition.
- 9.4.** The Applicant shall also bear any charges levied by Think City for damages caused to the property, flooring or for debris that are not cleared away.
- 9.5.** Do not use the Premises to keep and/or store/or display/or distribute any items, substances or materials in breach of any by-laws, laws, enactments, directives, rules and regulations currently enforced and/or hereinafter enforced by the proper authorities or which will cause an increase in the insurable risk of the premises, such as incense and joss sticks, oil lamps, weapons, arms, ammunition, gunpowder, saltpeter, kerosene and any other combustible or inflammable substances.
- 9.6.** Applicant is responsible for purchase of insurance in respect of Applicant's property, chattels and goods brought to or stored in the premises.
- 9.7.** Do not use the premises for purposes other than that communicated to Think City.



SCHEDULE B

9.8. Prior to the commencement of the Tenant's business / activity, the Tenant shall at his own cost and expenses obtain all approvals from all the proper authorities to carry out the Tenant's business / activity at the Venue.

9.9. Applicant shall indemnify Think City and the building managers or owners against all claims, demands, costs and expenses to which they may be subjected to as result of property loss or damage that occurs as a direct result of the Applicant's breach of these Usage Guidelines.

By checking the box the Applicant hereby confirms having read and fully understand the terms and conditions contained above and hereby accepts the same.

Check here

Name of Applicant: _____

Name of Representative: _____

Signature: _____

Date: _____

