



## SINGAPORE KHALSA ASSOCIATION



### Facilities for events or functions Terms and Conditions of Use

Use of the of the facilities is subject to the following terms and conditions and will accompany the booking form. By signing the booking form and the Terms and conditions, the hirer is bound by the terms and conditions contained herein.

#### Definitions

1. **Hirer.** The person or organization stated in the booking form.
2. **Life Member.** For the specific purpose of booking of Function Rooms, Life member refers to Life, Corporate Life and Associate Life Members
3. **Activity.** Type and nature activities as stated in the booking application.
4. **Booking Executive.** This refers to the person designated or authorized by the Management Committee of Singapore Khalsa Association to act on its behalf.

#### Bookings

1. All bookings must be made in the prescribed application form and shall be subject to these terms and conditions.
2. You will be informed of the outcome of your application within 7 days of receipt of the completed application form & Terms & Conditions of use.
3. The Management Committee reserves the right to reject, without giving any reasons, any application for the use of the Booking facilities.
4. The Management Committee reserves the right to cancel any booking in the event of an emergency. Under such circumstances, the Hirer shall be given notice of cancellation as soon as is practicable and the Hirer will be refunded in full. The Management Committee shall not be liable for any loss, damage, cost, expense or otherwise arising from such cancellation.
5. Bookings are strictly not transferable.
6. A pre-event inspection will be carried to facilitate hand over of the premises to the hirer. A post event inspection will also be carried out prior to return of deposits.
7. It is the duty and responsibility of the Hirer to prove to the satisfaction of the Management Committee or its appointed representatives that all necessary licenses, permits and authorizations required from government or non-governmental authorities or bodies including but not limited to arts entertainment, public entertainment, public fundraising licenses and permits relating to the use of the

Premises for the Event, have been obtained from the relevant authorities or bodies. Failure to do so will entitle the Management Committee to cancel the booking.

8. Booking at Life member rates can only be made for the members' own occasion or that of his children. (e.g. the member's son or daughter's wedding, but not that of his brother, sister, nephew, grandchild, etc).

### **Payment**

9. Full payment is required for confirmation of booking.
10. A deposit of S\$1000/S\$1500 is payable with the amount due for all bookings. This is refundable subject to any deductions for failure to abide by the terms & conditions of SKA.
11. Any cost of damage to the premises, tables, chairs and other property of SKA will be deducted from the deposit and SKA is entitled to additional claim, if deposit is insufficient.
12. Deposit (after deductions, if any) will be refunded by cheque, posted to the address of the applicant within a month of the date of the function.
13. Payment is to be made by cheque/cash or nets. Cheques should be crossed and made payable to "Singapore Khalsa Association".

### **Cancellations**

14. All cancellations shall be made in writing, and shall be subject to the approval of the Management Committee.
15. In the event of a cancellation one year before the date of the said activity, 100% of the deposit will be refunded.
16. In the event of a cancellation made 6 months to a year before the date of the said Activity, 25% of the deposit and hire charges will be forfeited as cancellation fee.
17. In the event of a cancellation made less than 6 months before the date of the said Activity, 100% of the deposit and hire charges will be forfeited as cancellation fee.
18. The Management Committee reserves the right to close or prohibit the use of all or part of SKA premises and/or to cancel any booking herein should the information in the Booking Form be false or inaccurate.
19. The Management Committee may at any time at its absolute discretion cancel a booking in the event of any breach of these Conditions of Hire by the Hirer, its

employees, agents, contractors or invitees. In such circumstances the Hirer will not be entitled to a refund of the deposit and the booking charge or any part thereof. The Singapore Khalsa Association will not be responsible for any loss or damage, direct or indirect that may be incurred by the Hirer because of any such cancellation.

20. In the event of a closure of SKA Booking or cancellation of a booking because of a breach of the Conditions of Hire by the Hirer, the Hirer will be responsible for payment to SKA of all expenses incurred SKA because of such closure or cancellation.

### **Operational Hours**

21. The facilities at Singapore Khalsa Association are open for use from 0730 hrs to 2300hrs. Unless otherwise agreed to in writing by Singapore Khalsa Association.
22. The said Activity shall end no later than the time indicated in the approved Application Form unless prior written permission is obtained from the Management Committee for any extension of time thereof. The Hirer shall vacate the premises within 30 minutes of the agreed end time.
23. If any said Activity goes beyond the agreed end time or if the Hirer shall fail to vacate the SKA Booking premises within 30 minutes of the agreed end time the Hirer shall be liable to forfeit the deposit.

### **Food & Beverage**

24. Hirer's of the Lee Foundation Booking are obliged to order the F&B from the resident caterer. For all other function halls, the hirer is permitted to bring in his own caterer subject to the following:
- a. All alcoholic beverages must be purchased from the resident Caterer at rates approved by the Management Committee
  - b. All table and chairs must be rented from the Resident caterer at rates fixed by the Management Committee.
25. The Management of the Association shall not be liable for any food into the association from external sources.
26. Beef or products containing beef extracts is not permitted to be consumed or served at the Associations premises.

### **Conduct**

27. The volume of noise and music generated or played at the said Activity must be regulated so as not to cause any disturbance to users of the neighboring club and residences.

28. Singapore Khalsa Association is a Smoke Free Premises and smoking is not permitted anywhere on its premises including the carpark.
29. Hirers are not allowed to collect donations at Function Booking and its precincts before, during or after the Activity without the prior written permission of the Management Committee. This approval may be given upon terms and conditions as deemed appropriate by the Management Committee. If the Management Committee refuses such permission no reason whatsoever needs to be given and this decision will be final and binding on the Hirer.
30. The entire perimeter of the Singapore Khalsa Association is covered under the new law of smoking prohibition. Kindly advise your guests not to smoke within the SKA perimeter/premises

### **Use of Premises**

31. Nothing is to be nailed, F-Clamp, don't use the Cornice as an anchor for decoration items and the Pillars with TVs, screwed, staples, drilled or adhered to any wall, door, ceiling, window or other surfaces or any part of the Function Booking by the Hirer or any guests / attendees at the Activity.
32. No fixture, fittings or furnishings in Function Halls may be altered, moved or removed without the prior written consent of the Booking Executive and in accordance with any conditions notified by the Booking Executive.
33. All vendors of the Hirer are prohibited from using the passenger lifts. They are permitted to use the Service/Evacuation lift. They will be liable for any damage caused to the Service/Evacuation Lift. Recovery of cost for damages to the lift is recoverable from the hirer's deposit.
34. No advertisements may be displayed, in SKA's premises without the prior consent of the Management Committee.
35. No marquee, hut, stall or similar structure shall be erected within the area surrounding the Facility without the prior consent of the Management Committee.
36. All advertising and publicity materials for public release by the Hirer in relation to a said Activity shall be subject to the Management Committee's prior written approval.
37. The Hirer shall be responsible for the immediate removal of all property, decorations or merchandise from the premises after the conclusion of the said Activity. If the Hirer fails to do this, the Management Committee may commission a third party to undertake the removal and disposal or storage of such items and the Hirer shall be liable for the cost of the same.

38. Malfunctions in technical or other electrical facilities provided, if any, will be attended to as soon as practicable. The Management Committee and employees of SKA shall not be liable in any way whatsoever for such malfunction nor shall the Hirer be entitled to claim damages or compensation or withhold payment because of any such malfunction.
39. The hire charges cover general cleaning. However, if there are spills and stains that require special cleaning, it will be deducted from the deposit and the residual amount charged to the hirer.
40. Caterers engaged by hirers must comply with National Environment Agency's health and food safety requirements and possess the necessary licenses.
41. Any damage to property, plant and equipment caused by the hirer or any invitee of the hirer will result in additional charges, equal to the restoration cost, being imposed on the hirer.

### **Refund of Deposits**

42. A post event inspection will be carried out jointly with the hirer. In the event the hirer does not attend the inspection, this will be carried out by SKA's representative and the findings will not be negotiable.
43. SKA will establish the cost of the rectification works and the cost will be offset against the hirers deposit.
44. Balance of the deposit will be refunded to the hirer within three (3) weeks of the completion of the rectification works.

### **Liability**

45. SKA and its employees shall not be liable for any loss or damage to any property belonging to the Hirer or any of its guests and / or attendees at the said activity before, during or after the same. The Hirer further agrees to indemnify and hold harmless the Management Committee and its employees from and against any loss, damage, liability and expense relating to or arising out of the use of SKA facilities.

### **General**

46. The Hirer shall not offer or expose for sale any refreshments or any other goods or services in SKA's premises. Prior written approval must be sought from the Management Committee to carry out any sales.
47. The Hirer, its employees, agents, contractor or invitees shall comply with all parking regulations and the directions of staff in the parking areas of SKA.

48. No animal, except for an assistance/seeing dog accompanying a visually impaired person, shall be admitted inside SKA Premises, unless the written consent of the Management Committee is first obtained.
49. The Hirer shall have all the necessary permits for performances, etc and a copy of the permit will be furnished to the Management Committee or its representative one week before the said activity.
50. The management Committee reserves the right to amend or revise any of the above Terms and Conditions from time to time at its absolute discretion and the Hirer agrees to comply with the revised Terms and Conditions applicable at the relevant time.

**SKA car park facility**

51. The car park is for use by members and guests visiting SKA.
52. Due to limited lots in the carpark, **No Reservation** of parking lots is permitted.
53. No overnight parking is not allowed.
54. The Car Park Closes at 12 midnight.

I/We hereby confirm that I/We understand the above terms & conditions and do irrevocably and unconditionally accept the same.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Name:

NRIC No:

Note: To be signed by the person in whose name the booking is made.