

## **EVENT SPACE SET UP/ TEAR DOWN GUIDELINES AT MARINA BAY**

The guidelines will apply to the following event spaces within Marina Bay, managed by the Urban Redevelopment Authority (the Authority):

- The Promontory
- The Lawn
- Event Square
- Waterfront promenade

Please note that these are general guidelines and additional requirements may apply depending on the nature of the event.

Prior to the commencement of an event set up, a pre-event site inspection and briefing shall be conducted with the Event Organiser and the Authority's appointed Managing Agent (MA). A post-event inspection will also be conducted after the tear down period to ascertain if any reinstatement works would be required.

### **1. Accessibility of the waterfront promenade**

- 1.1. There must always be an unobstructed 6m pedestrian access (width) along the waterfront promenade (from the granite benches) throughout the entire event period including setup and teardown days. If there is a need to close off the walkway temporarily (e.g. to facilitate flag-off for a race), it can be done only for a short duration (e.g. 30mins before/after the race).

### **2. Vehicular Access**

- 2.1. For vehicular access to be permitted, an email notification outlining details on the event and authorised vehicles needs to be sent to SPF Traffic Police for record. More information will be provided over email.
- 2.2. Parking is strictly not allowed on the waterfront promenade, unless otherwise approved by the Authority and/or MA. All authorised vehicles shall move off immediately after loading/unloading.
- 2.3. Vehicular access for cranes and scissor lifts to transport the bulky or heavy equipment/items to the setup area is not allowed outside the T-zone.
- 2.4. Vehicular access into The Promontory is restricted to the T-zone demarcated in the site plan, for loading/ unloading purpose only (Refer to site plan at the end of this document).
  - 2.4.1. To prevent damage to the tiles along the waterfront promenade and turf of The Promontory, events with contractors bringing in heavy vehicles that weigh (laden or unladen) 30 tonnes and above (e.g. fully loaded container truck, heavy duty tower crane) are required to cover the surfaces with wooden planks or metal plates (min. 15mm in thickness) that are not warped and can be laid flat uniformly.
    - 2.4.1.1. To facilitate public movement and ensure safety, contractors must put up warning signages, cones, and use end-trim to create a slope to prevent tripping. In the absence of warning signages

and cones, contractors can choose to deploy safety marshals instead.

2.4.1.2. To ensure visibility at night, blinking lights have to be installed.

- 2.5. Traffic marshals must be deployed to direct and control access of vehicles entering/ exiting The Promontory and the waterfront promenade so as to ensure that there are minimal vehicles at every point in time. Should the Authority and/or appointed Managing Agent assess that the situation is not managed properly, the vehicular access point may be chained up to restrict further usage.

### 3. Structural Set Up

- 3.1. Structural set up is restricted to the paved areas and no more than 50% of the entire turf area. The footpath in the middle can be used as a guide. **(Applicable to The Lawn)**
- 3.2. Heavy structural set up is prohibited along the lower boardwalk and on tree gratings and drainage covers. Using existing structures, fittings and/ or trees as support is also prohibited. **(Applicable to waterfront promenade and Event Square)**
- 3.3. The maximum loading limit for all spaces is 5kN/sqm (equivalent to 500kg per m<sup>2</sup>). Kindly ensure that your structures/ counterweights comply with this guideline.
- 3.4. For structures of height 3m or taller, a PE (Professional Engineer) certificate must be submitted to the Authority prior to the event.
- 3.5. The maximum depth for any form of pegging at The Promontory is 300mm due to the subsoil pipes underground.
- 3.6. The Event Organiser is required to provide drawings and visuals of all structural setup including the installation method statement one (1) week prior to set up.

### 4. Equipment Set Up

- 4.1. Contractors must transport their equipment or logistics from the loading/ unloading points by trolley.
- 4.2. Vehicular access (e.g. crane, scissor lift) to transport bulky or heavy equipment/ items to the set-up area is not allowed outside the T-zone at The Promontory.
- 4.3. All electrical cabling leading to equipment must be laid on the ground with cable jacket complying with BCA's Barrier Free Accessibility (BFA) requirement of 1:10. Suspended cabling is strictly not allowed.
- 4.4. There is no loading/unloading bay at The Lawn. All setup will have to be trolleyed or craned into the venue from the adjacent roads. Event organisers are advised to consult LTA if they opt for the latter as vehicles used to facilitate the set-up will not be exempted from traffic police enforcement.
- 4.5. Event Organizer shall be deemed to have taken into consideration the restricted vehicular access constraint before delivering bulky or heavy equipments to site.

## 5. Working/ Holding Area

- 5.1. All areas with set up and tear down of structures should be cordoned off with barricades and/ or have a safety officer on-site to direct the traffic during the set up and tear down period. Public access should be maintained at all other times as far as possible.
- 5.2. Barricades on granite pavement should rest on rubber pads or protective sheets to prevent rust stains. Any rust stains must be removed post-event.
- 5.3. Event Organiser must maintain a clean and tidy working area at all times.

## 6. Usage of Utilities

- 6.1. Consumption of any utilities will require prior approval from the Authority.

### Electrical Points

- 6.2. Available electrical points are:

Location	Electricity supply
Smart poles and 3 additional power points along waterfront promenade	Industrial CEE-formed socket with 32amp single phase
Benches at The Lawn	13amp, 3-pin plug
Lower boardwalk	Industrial CEE-formed socket with 16amp single phase
	Industrial CEE-formed socket with 32amp three phase

- 6.3. Additional charges will apply for the usage of power supply. Event Organiser shall exercise care to conserve the usage.
- 6.4. The electrical points may not adequately meet the needs of some events. If so, Event Organiser will have to cater for generators separately.
- 6.5. Usage of any electrical points must come with a single line diagram (endorsed by a Licensed Electrical Worker (LEW)) showing the connection details. A circuit breaker must also be installed onsite.

### Water Tap

- 6.6. The water tap at The Lawn is for non-consumption purposes e.g. cleaning only. Additional charges will apply for the usage of water supply. Event Organiser shall exercise care to conserve the usage.

## 7. Generator Set

- 7.1. Generator sets are recommended to be placed at various designated locations (Refer to site plans at the end of this document).
- 7.2. A protective sheet/ tray must be placed below the generator to prevent damage to the ground.

- 7.3. Barricades of 1.5m height must be set up around the generator sets to prevent public access.
- 7.4. At least one (1) fire extinguisher must be placed beside each generator set.

## **8. Event-related Signage**

- 8.1. A branding production deck comprising all event-related signage (e.g. banners, stage backdrop, signage, start/ end gantry) that will be displayed has to be submitted and approved by the Authority prior to the setup.

## **9. Noise Regulations and Speaker Placement**

- 9.1. Due to the proximity of the event spaces to offices and residences within the immediate vicinity, Event Organiser must ensure that noise mitigating measures are in place, including but not limited to the following:
  - 9.1.1. Orientating the stage and speakers away from the Bay and/or residential developments. A speaker placement plan must be submitted to the Authority for review before any technical rehearsals are conducted which should include the location and direction that any stage and/or speakers will be facing.
  - 9.1.2. Sound checks, announcements and playing of music should not be done before 9am and after 10.30pm.
  - 9.1.3. Avoid excessive music and sound levels at all times throughout the event.

## **10. Management of Bollards**

- 10.1. Event Organiser must arrange with the Managing Agent to lock/ unlock the bollards.
- 10.2. Event Organiser must take full responsibility for the safekeeping of the bollards.
- 10.3. Unauthorized vehicles (e.g. private vehicles) are strictly not allowed to access the area at all times. Any damage caused shall be reinstated by the Event Organiser.

## **11. Cleanliness**

- 11.1. A cleaning plan outlining information on no. of cleaners, cleaning schedule, location of the amenities – refuse bins/ portable toilets, etc. has to be submitted to the Authority for review and approval. Should the walk/run exceed 5km and/or has more than 2,000 pax, the plan has to be submitted to NEA as well.
- 11.2. Cleaners must be deployed to carry out continuous litter-picking and emptying of litter bins throughout the entire event period, including set up and tear down. There should not be any overflowing bins and all bins must be emptied once they are  $\frac{3}{4}$  full.
- 11.3. At the end of each event day, an immediate thorough cleaning of the entire site must be carried out.

- 11.4. No rubbish is to be left overnight and Event Organiser must clear up all litter, debris and stains on the ground. If the cleaning team is not mobilised within an hour after the event, the Authority reserves the right to undertake all necessary cleaning works, without further notice to the Event Organiser, who will have to reimburse the additional charges for cleaning to the Authority thereafter.
- 11.5. If payment for the cleaning services is not received within a month after the event, the Authority reserves the right to deduct the amount from the refundable security deposit.
- 11.6. For events with an expected attendance of 3000 pax or more, Event Organiser must provide bulk bins and bulk bin disposal suitable for the scale of the event.
- 11.7. For events that extend beyond a week, the Event Organiser must arrange for a pest control programme, undertaken by a licensed pest control operator, to ensure that the event site is kept free from pests, such as mosquitoes, flies and rodents.

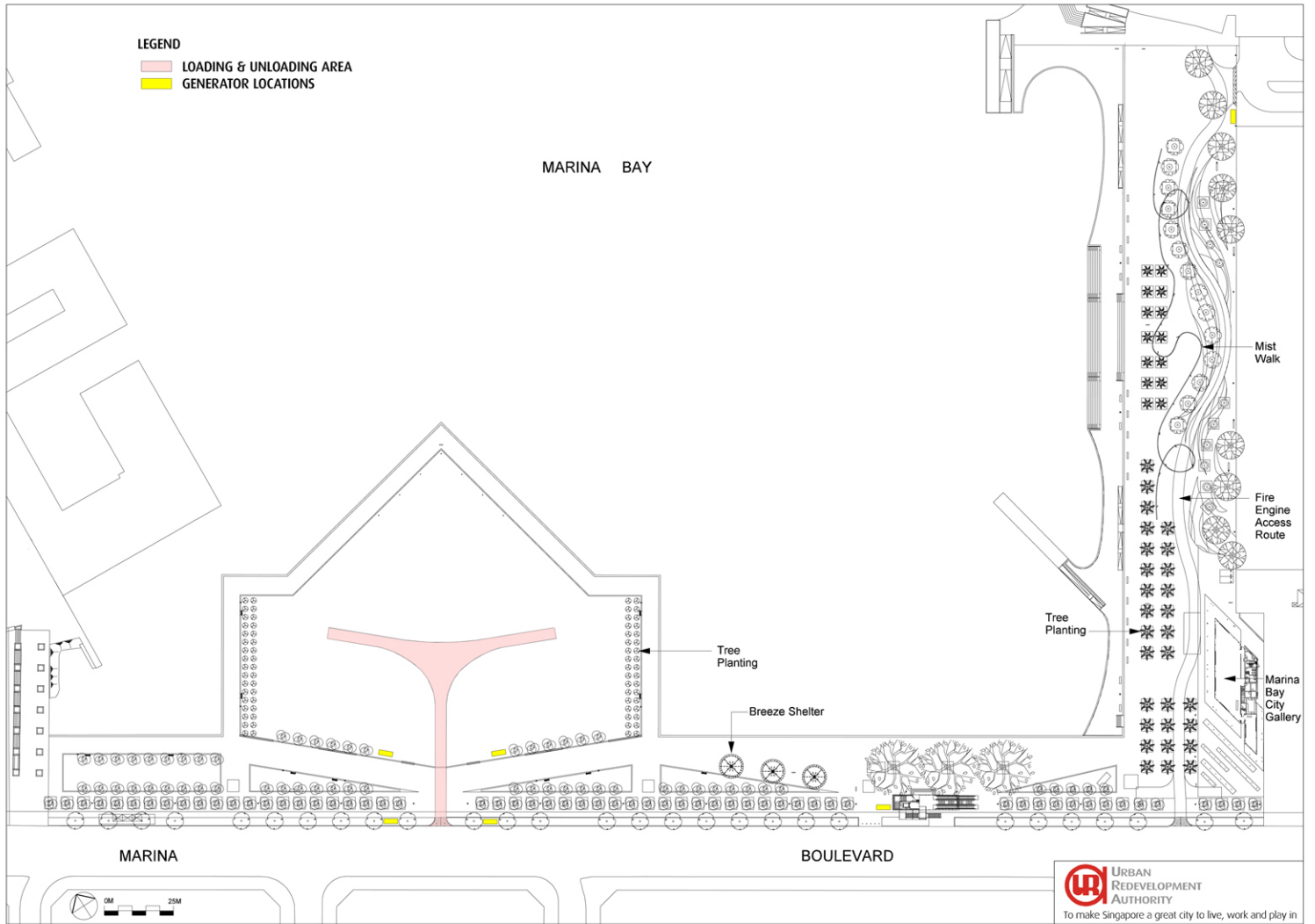
## **12. Damage to Common Property**

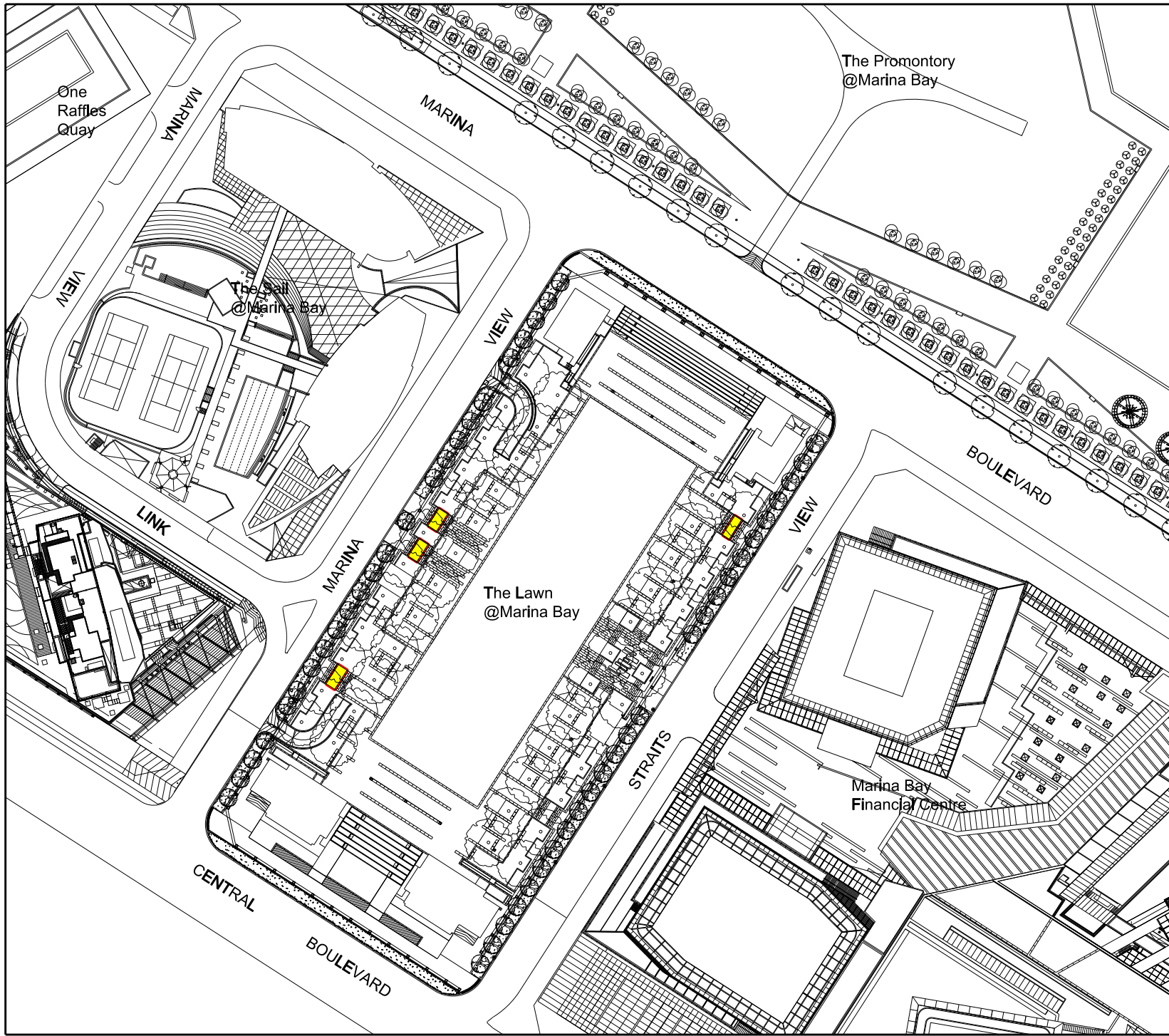
- 12.1. Event Organiser must take all necessary precaution to protect common property during the entire event period, including set up and tear down.
- 12.2. Should there be any major damage that affects public safety at any stage, Event Organiser must make effort to repair the damage within one (1) day. For other minor damage, Event Organiser shall reinstate the damaged area within fourteen (14) days after the post-event inspection date.
- 12.3. Should the Event Organiser fail to do so, the Authority reserves the right to carry out the requisite reinstatement and the cost of which shall be recovered from the refundable security deposit.

LEGEND


- LOADING & UNLOADING AREA
- GENERATOR LOCATIONS

MARINA BAY





# THE LAWN @MARINA BAY

 Generator Location

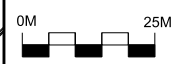
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**NOTE :**  
ALL SITE AREAS ARE ESTIMATED AND SUBJECT TO FINAL SURVEY.  
DIMENSIONS SHOWN ARE IN METRES.

DRAWING TITLE :

SITE PLAN A

SCALE : 1 : 1,400



DRWG NO :

DATE : OCT 2013

GROUP : CUDG

PREPARED BY :  
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CHECKED BY :  
PME RAFIQA



To make Singapore a great city to live, work and play in