

USE OF URA CONFERENCE / TRAINING / EXHIBITION FACILITIES
TERMS AND CONDITIONS

1 APPLICATION FOR USE

- 1.1 All bookings for the use the URA Conference / Training / Exhibition Facilities (the Facilities) must be confirmed in writing. Confirmation of bookings shall be in the form of a confirmation letter issued by the URA. Please direct all correspondence to:
URBAN REDEVELOPMENT AUTHORITY
Corporate Services Department
45 Maxwell Road
The URA Centre
Singapore 069118
- 1.2 Any booking for the use of the Facilities is made strictly between the URA and the Applicant and is not assignable or transferable by the Applicant to a third party.
- 1.3 The provision of the address of the URA shall be for the sole purpose of indicating the location of the Facilities. The Applicant shall not use the URA's name whether directly or indirectly by himself or jointly with others, in his respective advertisements or promotions or in any other way or under any circumstances whatsoever. This prohibition shall be applicable at all times including the period of the use of the Facilities.
- 1.4 The URA may, in its absolute discretion, grant, refuse or withdraw its approval for use of the Facilities without giving any reason.
- 1.5 Notwithstanding that a booking has been confirmed, the URA may, in its absolute discretion, cancel any booking by giving two weeks' notice in writing. In such an event, the Applicant shall have no further claims against the URA in connection with such cancellation.

2 TERMS OF PAYMENT

- 2.1 Charges payable for the use of the Facilities ("the Charges") shall be computed in accordance with the current rates prescribed by the URA. The URA reserves the right to change these rates without prior notice.
- 2.2 The confirmation letter shall also serve as an invoice and there shall be no further invoicing (with the exception of companies / agencies who are on the e-invoice system). In the event that related services are required, the fees for these services shall be computed separately and added to the Charges.
- 2.3 The charges are subject to prevailing GST (currently at 7 %). Payment by cheque should be crossed and made payable to the "Urban Redevelopment Authority".

3 CANCELLATION/POSTPONEMENT OF BOOKING

- 3.1 Any cancellation or postponement of a confirmed booking by the Applicant must be specified in writing.
- 3.2 Any cancellation or postponement of a confirmed booking made by the Applicant with less than a 2 weeks' notice from the date of event, shall be subjected to the Applicant paying the full rental charge (and any related fees) by the date stated in the invoice.

4 CONSTRUCTION AND ALTERATIONS

- 4.1 The Applicant shall not effect any modification, installation or addition (including the erection of temporary staging, platforms and other temporary structures) to the "Facilities" without the prior written approval of URA. Where URA's approval is granted, the Applicant shall undertake to carry out all necessary reinstatement works (including the removal of any temporary structures erected) and to surrender the "Facilities" in the same good order and condition as at the date of handover.
- 4.2 All modifications, installations and additions permitted to be carried out under the provisions hereof shall be at the expense and responsibility of the Applicant and shall be carried out by the Applicant in a manner that does not cause any disturbance or disruption to the activities of the occupants of THE URA CENTRE or any danger to the said occupants and THE URA CENTRE.

5 USE OF THE "FACILITIES"

- 5.1 The Applicant shall obtain from the relevant Authorities all necessary approvals, permits and licenses that are required by law in respect of the use of the "Facilities" and the carrying out of any approved modification, installation or addition. The Applicant shall on demand produce documentary proof thereof to URA. The Applicant shall comply fully with the terms and conditions stipulated by the Authorities in their approvals, permits and licenses.
- 5.2 The Applicant shall comply with all necessary fire and safety precautions and shall not obstruct the passageways, emergency exits, fire hoses and extinguishers in the "Facilities". The Applicant shall not place any flammable items (e.g. candles or tea lights) within or in the vicinity of the facilities.
- 5.3 No nails, adhesives, thumbtacks and such like materials are allowed to be used on any part of the "Facilities", unless with the prior written approval of URA. If approved, the Applicant shall be liable for any damage arising out of such use. Goods, equipment, furniture and such like shall be properly handled and the Applicant shall be liable for any damage caused to the floor, walls or other parts of the "Facilities" and to any property in THE URA CENTRE.

6 INDEMNITY OF URA AND LIABILITY

- 6.1 URA shall under no circumstance, make good or accept responsibility or liability arising in respect of any damage to or the loss of any property, goods, articles or things deposited or left in the "Facilities" by the Applicant or his employees or any other persons in one way or other connected to the Applicant.
- 6.2 The Applicant shall indemnify and keep indemnified URA in full from and against all loss and damage to the "Facilities" and any property (including any property belonging to URA) or any injury to any person (including employees and agents of URA) caused directly or indirectly by the Applicant or its employees or any other persons in one way or other connected to the Applicant. URA shall undertake repair and rectification of such damages to the Facilities and property and bill the Applicant accordingly.
- 6.3 URA shall not be liable for any loss due to any breakdown of machinery or equipment, failure of supply of electricity, leakage of water, fire or government restriction which may cause the "Facilities" to be temporarily closed or the use of the Facilities to be disrupted, interrupted, restricted or cancelled.