

Upon confirmation of the booking, rental payment will be made as follows: -

50% non-refundable deposit upon presentation of invoice

50% balance of rental upon presentation of final invoice

To secure the booking, payment for must be made with immediate effect upon receipt of invoice, failing which your requested booking date will be released. Payment for the booking can be made via electronic fund transfer or PayNow. Details will be provided in the invoice.

However, should you for any reason cancel after confirming the booking; we will invoice 70% (2 weeks' notice) and 100% (1 week's notice) of the balance rental rate.

We look forward to seeing you in our theatre.

Best Regards,
Deborah Foo-Ong
Venue Manager

We/I agree to the abovementioned and to the Terms & Conditions of the use of KC Arts Centre – Home of Singapore Repertory Theatre.

We/I will also ensure the care and use of the equipment provided in the venue, and we/I will be responsible for any damages that are caused by us/me.

We/I will comply with the safe management measures implemented (enclosed guidelines) by the Venue throughout the entire period of hire.

I confirm the above booking

Name of Applicant

Signature & Company Stamp (if any)

KC Arts Centre – Home of SRT Safe Management Measures

All Staff and visitors to the Venue will need to comply with the measures listed below.

Entrance and exit

- The only entry and exit points will be through the Merbau Road entrance.
- Should you need to load equipment or set onto stage, please check-in via SafeEntry system and take your temperature at the main entrance before doing so.

SafeEntry and Temperature checks

- Masks should be worn at all times and all persons should maintain at least 1 metre safe distance from each other.
- All staff and hirers of the theatre must declare via SafeEntry before being allowed to enter the premise.
- Temperature checks will also be conducted.
- Anybody who is unwell will be refused entry.

During event

- A maximum of 5 persons may be unmasked at any point in time, and only when necessary (e.g singing, playing of wind or brass instruments or other instruments that require intentional expulsion of air, or when performing strenuous activities like dancing).
- Musicians playing instruments that require intentional expulsion of air should not sit directly opposite each other
- All unmasked persons should maintain at least 2 metres safe distance from each other and physical contact should be minimized.
- Avoid congregating in common spaces.

Venue

- Venue will be kept well-ventilated.
- Disinfecting agents like hand soap, hand sanitizers and sprays will be made available at all human traffic stoppage points within the venue.
- Shared equipment will be sanitized between users.
- Increasing frequency of cleaning common and high touch surfaces
- Ensuring that all staff of the venue observe good personal hygiene.

TERMS & CONDITIONS FOR THE HIRE AND USE OF KC ARTS CENTRE – Home of Singapore Repertory Theatre

These terms and conditions govern the hire and use of KC Arts Centre - Home of Singapore Repertory Theatre (hereinafter referred to as “the Premises” and “SRT” respectively) by third parties (hereinafter referred to as “Hirers”).

Venue Manager

1. The term “Venue Manager” stated below means the person(s) in charge of the Premises or SRT for the time being and shall include such person(s) as may from time to time be designated by the Venue Manager to facilitate or assist in giving effect to these terms and conditions.

Charges

2. The charges for the hire and use of the Premises shall be in accordance with the tariff or rates approved by the Venue Manager from time to time.

Bookings

3. Applications for the intended hire or use of the Premises or any part thereof (hereinafter referred to as a “booking”) must be submitted in writing to the Venue Manager.

4. All bookings must specify the date(s) and time(s) for the intended hire or use of the Premises. SRT reserves the right to accept or refuse any booking for the Premises without assigning any reason whatsoever.

5. A booking shall remain provisional and shall not be deemed final until the Hirer has paid any applicable deposit towards the total charges (together with GST) estimated by the Venue Manager to be payable for the intended hire or use of the Premises.

6. The total charges and deposit payable as well as the applicable payment terms shall be specified in a written confirmation to be issued by SRT to the intended Hirer.

7. Where the Venue Manager deems appropriate, a further deposit may be payable to cover possible losses or damage to the Premises by virtue of the intended performance or event.

8. SRT shall not be obliged to reserve or set aside the Premises under a provisional booking but shall be at liberty to allocate the dates specified therein to some other party.

9. Final bookings are not transferable by the Hirer to any other party without the express written consent of SRT.

10. SRT shall be entitled to use the Premises or part(s) thereof for other performances or events during any timeslots that are not booked by the Hirer. For this purpose, SRT shall be entitled to temporarily remove any props, equipment or materials subject to duly reinstating the same for the Hirer's further intended use. The Hirer shall render all reasonable assistance to SRT to facilitate such removal or reinstatement.

Contents of the performance or event

11. The Hirer shall take all necessary steps to ensure that:

- a) all necessary licences and approvals for the performance or event have been duly obtained; these licences and approvals will need to be presented to the Venue Manager on the first day of booking.
- b) all applicable payments, including licence fees or royalty payments, in relation to the intended performance or event have been duly paid;
- c) the performance or event will not in any way infringe the rights, including intellectual property rights, of any third party;
- d) the performance or event will not contain material of any nature, whether political, religious, racial or otherwise, that may incite or give rise to social agitation or unrest or expose SRT to any form of criminal or civil prosecution whatsoever.

Conditions and restrictions

12. The Hirer shall ensure that the agreed schedule for the hire or use of the Premises and the advertised time for the commencement of the performance or event are strictly observed.

13. No intoxicating liquids, beverages or food shall be sold or consumed on the Premises other than in the specific places allocated for such purpose and with the consent of the Venue Manager.

14. Cooking is not allowed in any part of the Premises.

15. The Hirer shall take all necessary precautions to ensure that no loss, damage or injury is occasioned to the Premises or to any of the patrons or users of the Premises as a result of or in connection with the intended performance or event.

16. No naked fire, smoking or striking of matches or gas lighters is allowed in any part of the Premises except with the express written consent of the Venue Manager. The Venue Manager may allow this where strictly necessary for the due functioning of the intended performance or event. In such cases, all due care must be taken by the Hirer to ensure the safety of the Premises and its patrons, including the provision of suitable receptacles for depositing used matches, cigarette ends and/or pipe refuse. Notwithstanding the above, smoking in the Technical Control Rooms is strictly prohibited at all times.

17. No screws, nails or devices of any description that may deface or cause damage to the Premises, including its walls, floors, ceilings and/or fittings, are allowed to be used in or about the Premises.

18. Materials or equipment shall not be dragged in the Premises or on the stage. For heavy loads that cannot be carried, trolleys with rubber castors must be used.

19. No banners, posters, advertising or decoration material of any sort shall be placed or installed in or about the Premises without the prior approval of the Venue Manager and the placement of such material shall be in the absolute discretion of the Venue Manager.

20. The Hirer shall ensure that all props, sceneries, installations, draperies, cloths of any description, floral decorations, curtains, etc. to be used in an intended performance or event are rendered flameproof, preferably during the process of manufacture, and are installed in manner satisfactory to the relevant authorities.

21. All passageways and means of exit in the Premises shall be kept clear and unobstructed at all times.

22. The Hirer shall ensure that sound levels in the Premises are maintained at such a level as will not cause annoyance or discomfort to the patrons or users of the Premises or to any third parties.

23. No unauthorized person shall

- a) be admitted to the Machinery Plant Rooms, Store Rooms, Technical Control Rooms, the Auditorium, the Dressing Rooms or offices within the Premises;
- b) be allowed handle the stage technical appliances or operate the stage-lighting consoles, sound reinforcement consoles, curtain controls or air-conditioning plants.

24. No electrical apparatus or fittings of any kind shall be attached to or used in conjunction with the existing electrical switchgears or fittings, including but not limited to the electrical wall sockets located within the Premises, without the permission of the Venue Manager

25. If such electrical apparatus or fittings are necessary for the due functioning of the performance or event, these shall be installed at the Hirer's own risk and expense and the Hirer shall comply with any necessary requirements of the relevant authorities in that regard.

26. No equipment, property or fixtures in the Premises shall be altered or modified without the prior approval of the Venue Manager. If such approval is given, the Venue Manager may require the Hirer to pay an additional deposit to cover the estimated cost of repair or replacement should the equipment, property or fixtures in question be damaged.

27. The Hirer shall be entirely responsible for the proper and safe installation of its own props, scenery and equipment in the Premises and for the proper working of its own electrical, mechanical or other appliances. The Hirer and or contractors must ensure use of safety boots when working on stage.

28. No Hirer shall have control over any member of SRT's staff. Any disagreement with a member of SRT's staff or complaint of misbehavior on the part of SRT's staff shall be promptly reported to the Venue Manager.

29. The giving of gratuities or other rewards to members of SRT's staff is strictly prohibited.

30. No person other than the authorised members of SRT's staff shall be permitted to remain on the Premises beyond SRT's usual closing hours, without the express consent of the Venue Manager.

31. The Hirer acknowledges and agrees that SRT shall at all times retain sole ownership, possession, and control of the Premises and nothing herein shall be construed as creating a tenancy between the parties.

32. The Hirer shall ensure that all its employees, servants, agents, invitees and/or licensees (whether professional or amateur) shall strictly adhere to these terms and conditions and comply with the directions of the Venue Manager.

Storage of goods in the Premises

33. The storage or installation of any property or fixtures on the Premises is strictly at the Hirer's own risk and SRT shall not be held responsible for any damage or loss occasioned thereto, whether as a result of negligence on the part of its staff members or otherwise.

34. The Hirer shall promptly vacate the Premises and clear the same of all its props, equipment and materials by the scheduled expiry date and time for the hire or use of the Premises, failing which extra rental may be payable in the discretion of the Venue Manager.

35. In the event the Hirer fails to pay any extra rental due within 7 days from the date of a written demand for the same, SRT shall have the right to dispose of or to destroy any props, equipment and materials still remaining on the Premises and no claim whatsoever shall be made against the Venue Manager or SRT on account of such disposal or destruction.

Indemnity/Damage to property

36. The Hirer shall keep SRT fully indemnified against all liability for costs (including legal costs on a full indemnity basis), fees, damages, loss or other expenses that may be incurred as a result of any claims, demands, actions or proceedings whatsoever by any party, including actions or proceedings for infringement of a third party's intellectual property rights, arising out of or in connection with:

- a) the Hirer's hire or use of the Premises; or
- b) a breach by the Hirer of any of the terms herein

37. Should the Premises or any of SRT's property, equipment or fixtures within the Premises be broken, damaged or lost in the course of or in connection with the Hirer's hire or use of the Premises, the Hirer shall, in SRT's absolute discretion, be required to either repair or make good such damage or loss at the Hirer's own expense or to pay SRT a sufficient sum to cover the costs of repairing or replacing the property or item in question.

Refunds/Cancellations

38. Final bookings may not be cancelled or shortened by a Hirer. In such event, SRT shall be entitled to forfeit any deposit paid, without prejudice to its right to claim any further loss and damage suffered against the Hirer.

39. Final bookings may be brought forward or deferred by mutual agreement between the parties.

40. SRT shall have the right, in its absolute discretion, to cancel, shorten, bring forward or defer any final booking, by notice in writing to the Hirer. Special consideration, in particular, may be attached to National or State functions scheduled or proposed to be held at the Premises on a date(s) that coincide with the date(s) of a final booking.

41. In the event a final booking is advanced or deferred by mutual agreement or by SRT as aforesaid, the parties shall use reasonable endeavours to agree on new dates for the performance or event as soon as possible.

42. In the event a final booking is cancelled or shortened by SRT as aforesaid, the deposit or charges paid by the Hirer for the booking (where the whole booking is cancelled) or the applicable proportion thereof (in relation to any unused dates or periods) will be refunded by SRT to the Hirer, subject to any outstanding claims that SRT may have against the Hirer.

43. SRT shall not be liable to the Hirer, and the Hirer shall not have any claim against the SRT, in respect of for any loss, damage or compensation should a performance or event be cancelled or delayed or otherwise impeded

- a) by reason of any interruption, disruption, interference or other inconvenience in connection with the construction, renovation or redevelopment works to the Premises and/or its surroundings and/or of any part thereof (including but not limited to by way of visual, aural or olfactory impediment); or
- b) as a result of any cause or event beyond SRT's control, including without limitation, strikes, labour disputes, electrical or utility failures, floods, epidemics, fires, accidents, lightning, storms, Acts of God, war, sabotage, terrorist attacks, hostilities, acts of government and other cases of like or similar nature.

44. Save as expressly provided herein, SRT shall not be liable to the Hirer for any loss or damage, whether direct or indirect and whether resulting from negligence or otherwise, which the Hirer may incur or sustain by reason of or in connection with its hire or use of the Premises or in connection with any cancellation, shortening, advancement or deferment of a final booking by SRT.

Waiver

45. SRT reserves the right to waive any of the above terms and conditions. Such waiver will not be effective unless confirmed in writing by SRT to the Hirer.

Accepted for on behalf of:

Name of Hirer & Signature

Date: