

On-Site Rules & Regulations from Property Management for short term event space

Name of Licensee: _____ Contact person: _____

Location: _____ Contact No.: _____

License Period: _____

Electrical Point: Yes No Additional Electrical Point: Yes No

Permitted Use: _____

Please tick or indicate N.A. whichever is applicable below:

	ELCB (Earth Leakage Circuit Breaker)/ RCCB (Residual Current Circuit Breaker) to be rated at 10mA is to be use before plugging in appliances to station's switch socket outlet. Wiring laid on the floor are to be covered with non-conductive protective cover/ trunking.
	Furniture should be non-combustible material (metal or aluminum)
	Carpet is compulsory – applicable for all Xchanges only > carpet to be laid and taped with matching color tape around the perimeter (no double-sided tape is allowed)
	Carpet is optional – others (including Esplanade Xchange and Orchard Xchange) > if carpet were to be laid, it has to be taped with matching color tape around the perimeter (no double-sided tape is allowed) and to be removed daily after operating hours
	Setting up and dismantling time <input type="checkbox"/> for Xchanges only - Setup on Saturday from 3pm to 11pm and/or Sunday from 10am to 7pm - Dismantling on Friday before 11pm and/or Saturday from 10am to 3pm <input type="checkbox"/> for others (indoor or concourse) - Setup on the event day after 9am - To vacate on the last day of event by 11pm <input type="checkbox"/> for others (outdoor) - Tentage setup one day before event after 11pm - Dismantle on the last day of event after 11pm
	Engagement for LEW – to submit single line drawing to SMRT (for events which is held for consecutively at least 30 days or with heavy usage)
	Engagement own cleaners
	At least 1 or 2 no.(s) (<i>pls tick</i>) of serviceable fire extinguisher (Type ABC dry powder) to be display prominently on site <input type="checkbox"/> compulsory 2 no. of 4.5kg fire extinguisher (blue or red) for outdoor event spaces <input type="checkbox"/> compulsory 1 no. of 2.5kg fire extinguisher (blue or red) for indoor event spaces
	Strictly no touting/ creating nuisance to the public and shop tenants and obstructing traffic flow are strictly prohibited
	To remove all items from event space daily (optional for Raffles Xchange, Tanjong Pagar Xchange and Dhoby Xchange)
	To engaged at least 2 licensed security guards to man the event space from the day of set up and after daily operating hours > particulars to be submitted at least 3 working days in advance for security clearance > to report to Passenger Service Centre before and after duty
	To keep all items in our storage room provided (SMRT shall not be liable for any loss or damage) > for Bugis, Novena and Lavender only > to remove all items on the last day of event > items should not be blocking the door or passageway
	To provide adequate crowd control
	To keep all items & activities within the designated area (space must be available for staff to move around & interact with the commuter)
	Staff are to stay within the standing boundary
	No pasting of flyers/ posters on the wall/ pillar or glass panels
	No tying of banners/ standee to the wall/ pillar
	To secure banner/ standee firmly on the ground to prevent from falling
	To ensure the premises of leased area are clean and tidy at all times; to remove any stains after last day of event
	Event space should not be left unattended at all times (<i>i.e. there must be at least 2 promoters during operating hours</i>)
	Set-up should not block the station premises (for e.g. signage, shop front, fire protection system, CCTV coverage, media panels)
	To apply for and submit <input type="checkbox"/> SCDF license/ <input type="checkbox"/> NEA license / <input type="checkbox"/> PE endorsement for tentage (<i>pls tick</i>)
	Maximum no. of staff allowed at any point of time:
	Others/ Remarks:

Commented by: _____

Date: _____

Approved by: _____

Date: _____

Acknowledge by (Licensee) : _____

Date: _____

Signature, Name & Company Stamp