



## **RULES AND REGULATIONS**

### **Short Term Licence of Event Space**

**(Subject to Contract & Availability)**

The Licensee and all persons engaged by the Licensee during the Event shall at all times comply with all guidelines and instructions from the Licensor.

The Licensor reserves the right to immediately halt any activity which it deems necessary to do so, or to request the Licensee and all or any persons to immediately leave the Event Space if, in its opinion, any of the provisions herein have been breached, are breached or may be likely to be breached or if the Licensee or any person has created, is creating or may be likely to create nuisance or annoyance.

**Unless the context requires otherwise, all capitalised words without definition shall have the meanings given to them in the Licence Agreement.**

#### **1. Combustible and Flammable Materials**

- 1.1. Not to use combustible materials in the fixtures and fittings if the Event Space is located within the Station unless such materials are fire-rated and approved by the Licensor and the relevant competent authority.
- 1.2. To minimise use of combustible materials in the fixtures and fittings if the Event Space is located outside the Station.
- 1.3. Not to store combustible or flammable material within or in the vicinity of the Event Space or the Station (such as gas canisters, boxes or papers, etc.).

#### **2. Submission of Plans**

- 2.1. The Licensee shall submit detailed plans for the Licensor's approval at least two (2) weeks prior to the Event.
- 2.2. The Licensee shall submit a written and detailed description of:-
  - (a) the furniture, equipment, goods, articles or chattels and materials used which the Licensee proposes to place in or within the Event Space;
  - (b) drawings of (including dimensions in metres) and/or a plan showing the layout of, the various temporary structures and installations which the Licensee proposes to erect in or within the Event Space; and
  - (c) the extent of, any and all works which the Licensee proposes to undertake, including particulars of workmen, equipment and machinery intended to be brought on site.
- 2.3. The Licensee shall inform and seek the Licensor's prior written approval to any changes in promotional activities or

programme, promotional products and installation of any materials or displays not reflected in the layout plans approved by the Licensor.

#### **3. Operating Licenses, Approvals, Permits**

The Licensee shall be responsible for obtaining all relevant permits, licenses and/or approvals (including any Public Entertainment License and Screening Rights) from the relevant authorities including but not limited to the Ministry of Environment, Ministry of Information and the Arts and the Fire Safety Bureau which may be required to carry out any of the activities contemplated herein including without limitation, carrying out the Fitting Out Works and operating the Event. Copies of these permits, licenses and approvals must be submitted to the Licensor at least one (1) days prior to the Event. The Licensee shall defend and indemnify the Licensor against any claims for or on account of infringements of any copyright or other intellectual property rights.

#### **4. Fitting Out Works**

- 4.1. The setting up of any staging, marquees, booths, backdrops, lighting fixtures, audio systems, equipment, machinery, furniture, goods, articles, chattels or any other ancillary equipment of any description brought to the Event Space by the Licensee or any person must be approved by the Licensor at least one (1) week prior to the Event.
- 4.2. Unless otherwise agreed in writing, the Fitting Out Works can only be carried out after the Licensor's approval.
- 4.3. Upon obtaining the approval of the Licensor, the Licensee shall, at its own cost and expense, carry out and complete the Fitting Out Works in a manner conforming strictly with the documents referred to in Rule 2.2 as duly approved by the Licensor. In carrying out the Fitting Out Works, the Licensee shall:-
  - (a) secure all approvals, licenses, certificates or permits ("relevant consents") which are required to be obtained or maintained in connection with the Fitting Out Works;
  - (b) provide adequate protection to the existing structures of the Station. The base of the structures must be padded so as to prevent scratching, staining or damage to the floors;
  - (c) ensure that the Fitting Out Works are carried out in compliance with any applicable rules and regulations as may be issued by the Licensor or any relevant authority from time to time;
  - (d) ensure that the Fitting Out Works are carried out in compliance with all relevant laws and regulations, all requirements of any relevant authorities and all terms and conditions of any relevant consents;
  - (e) ensure that the Fitting Out Works do not cause any harm or damage to any person or to any



property of the Licensor or of any other person and do not cause any interference with or disturbance to the use or operation of the Station or the users or occupiers thereof;

- (f) ensure that the Fitting Out Works are consistent with acceptable construction and other relevant practices (including those relating to safety); and
- (g) ensure that the Fitting Out Works are expeditiously completed.

4.4. If the Event Space is within the concourse of the Station, the Licensee is permitted to carry out the Fitting Out Works only between the hours of 00:30 and 05:30. If the Event Space is outside the Station, subject to the Licensee affixing the appropriate signages, protective coverings and cordoning off the Event Space (if necessary or required by the Licensor), the Licensee shall be permitted to carry out the Fitting Out Works during the day.

4.5. Upon the completion of the Fitting-Out Works, the Licensee shall, at its own cost and expense: -

- (a) remove all waste and debris from the Station; and
- (b) make good any damage to the Event Space or the Station caused by the Licensee, its employees, servants, agents or contractors arising from the Fitting Out Works.

4.6. Any equipment, object or thing which may, in the opinion of the Licensor deface or damage any property of the Licensor, shall not be used in the Event Space.

4.7. All displays, fixtures & fittings for the Event are to be pre-fabricated and ready for installation.

4.8. Unsightly running of wires across the common area is strictly prohibited. All cables and wires must be neatly taped to the floor and preferably concealed by carpeting.

4.9. RCCB adaptor must be used before connecting any equipment to the power supply/switch socket outlet.

4.10. The Licensee is required to place floor covering over the entire Event Space using approved non-combustible materials.

## 5. Yielding-Up/Dismantling

5.1. The Licensee shall be fully responsible for dismantling all fixtures and fittings without damage to the Event Space or to the Station to the satisfaction of the Licensor. This shall be undertaken immediately after the Event and completed within one (1) day as per the hours and conditions stated in Rule 2.2 and Rule 4.4.

5.2. In the event of the Licensee's failure to comply with Rule 5.1 above, the Licensor shall be

entitled and shall be deemed to be authorized by the Licensee to demolish, remove and/or otherwise dispose of all of the Licensee's structures, installations, furniture, equipment, goods, articles or chattels situated in or within the Event Space or the Station in any manner which the Licensor deems fit and restore and reinstate the Event Space to its original state. Without prejudice to any other rights and remedies of the Licensor arising out of the default of the Licensee, all costs and expenses incurred by the Licensor in effecting such demolition, removal, disposal and/or works shall be due and payable by the Licensee to the Licensor upon demand and in this connection, the invoice of the Licensor as to the amount of costs and expenses incurred shall be conclusive and binding on the Licensee.

5.3. All floor stains and tear-down debris must be removed within the time frame specified in Rule 5.1 failing which the Licensor shall proceed with the removal and the total costs of such removal shall be borne by the Licensee.

## 6. Approved Trades and activities

6.1 Only events which do not require the stockpile of merchandise or goods are allowed to be undertaken by the Licensee during the Event.

6.2 The sale, distribution and/or display of pirated, anti-racial and/or pornographic products or materials are strictly prohibited.

6.3 Cooking, preparation of food and washing activities are not permitted.

6.4 Only pre-packed/ pre-cooked food obtained from licenced sources are allowed to be sold.

6.5 Sale of home cooked food is strictly not permitted.

6.6 Food in display should be in proper showcases and properly covered.

6.7 Sale of combustible/ inflammable materials are strictly not permitted.

## 7. Relocation or Non-Provision of Event Space

7.1 The Licensor reserves the right to relocate the Licensee at any time, to other available Event Space in and around the Station before or during the Event.

7.2 In the event that the Licensee relocates at the Licensor's request, the Licensor may adjust the amount of Licence Fee payable. However, all costs and expenses incurred in connection with such relocation are to be borne by the Licensee.

7.3 If however, the Licensee is asked to relocate due to a breach of any the Licensee's undertakings, covenants and agreements of the Licence Agreement or the rules herein, then there will be no adjustment in the Licence Fee payable by the Licensor.



7.4 Without prejudice to Rules 7.1, 7.2 and 7.3, the Licensor's sole liability (if any) to the Licensee for not being able to provide the Event Space for the use as approved by the Licensor as a result of any decision, act or omission of the Licensor or the Land Transport Authority of Singapore, whether negligent or otherwise, (and through no fault of the Licensee), shall be to refund the Licence Fee (in part or in full), and/or the Deposit paid by the Licensee.

## **8. Use of Event Space**

- 8.1. All fixtures and fittings, display structures and activities must be confined within the Event Space. The display and layout must not be too congested or obstruct the movement of commuters around the Event Space.
- 8.2. Unless prior written approval is obtained from the Licensor, all free standing displays, exhibition panels, fittings and screens to be erected, as part of the display must not exceed 1.6 metres in height, and all backdrop displays must not exceed 1.8 metres in height. Provided always that the Licensor must maintain a minimum distance of 600mm between each free standing display. In addition, all free standing displays, exhibition panels, fittings, screens and backdrops shall not obstruct the visibility of any of the existing tenants' signage, displays, entrances, exits, advertisements, etc.
- 8.3. Attention must be paid to the aesthetic appeal of the displays and fittings used at the Event Space. No shoddy fittings or displays will be allowed.
- 8.4. All audiovisual equipment used is subject to the Licensor's prior approval. The Licensor reserves the right to reject the use of audiovisuals if the material proposed is deemed to be unsuitable. The sound level of all audio equipment used in connection with the Event is subject to the Licensor's monitoring.
- 8.5. Advertisements, signs, banners and placards of whatever nature, including parking and directional signs are not permitted in the Event Space without the approval and prior written consent from the Licensor or any other relevant authority. The Licensor reserves the right to remove at any time any sign placed within the Event Space with or without such approval. The Licensee shall indemnify the Licensor for all costs or expenses incurred in the storage and removal of the same.
- 8.6. The Licensee shall remove and change all unauthorized displays, activities, structures within the time specified by the Licensor. Should there be any complaints received by the Licensor, the Licensee shall undertake to comply with the Licensor's instructions immediately.
- 8.7. Should the Licensee fail to remove or change all unauthorized displays, activities, structures within the time specified, the Licensor shall have the right to remove or change any such unauthorized displays, activities, structures without further

reference to the Licensee and such removed items shall be returned to the Licensee after the completion of the Event. All costs incurred by the Licensor in connection with the storage or such removal shall be borne by the Licensee. The Licensor shall not be responsible for any loss or damage of the goods/items in the course of such removal or storage.

8.8. The Event shall be open to the public and no admission fee shall be levied.

8.9. All staff and employees of the Licensee in attendance shall be on their best behaviour at all times and be suitably attired. Overall organization of the Event must be conducted in a professional manner so as not to give cause for complaints and to ensure the image of the Licensor is not compromised.

## **9. Fire Safety Precautions**

Fire extinguishers are required to be provided as per the guidelines or regulations from the Fire Safety Bureau and Licensor.

## **10. Security**

The Licensor shall not be held liable for the security of the Event Space before, during & after the Event. The Licensee shall engage an appropriate number of Security Personnel and the particulars of the appointed security company must be submitted for the Licensor's approval at least one (1) week prior to the commencement of the Event.

## **11. Crowd Control**

The Licensee is required to submit a proposal on crowd control to the Licensor for approval at least one (1) week prior to the commencement of the Event.

## **12. Garbage and Waste Disposal**

12.1 The Licensee shall not throw or permit to be thrown dirt, rubbish, bags, boxes or waste material or other refuse in any part of the common area or the Station nor dispose of rubbish at the Station bin centre.

12.2 The Licensee shall keep the Event Space clean and free of litter and any debris at all times to the satisfaction of the Licensor. In that respect, the Licensee shall provide adequate dustbins, arrange for frequent garbage disposal and cleaning of the Event Space and pest control services at its own cost and expense.

12.3 All empty boxes and rubbish etc are to be cleared from the Event Space daily and removed or disposed off accordingly.

## **13. Power Supply**

13.1 Power supply is provided by the Licensor unless specified by the Licensor. The Licensee shall not be permitted to tap electricity from any of the electrical switch rooms, distribution boards, power points or other electrical distribution outlets located at or around the Station premises;



13.2 The Licensee shall arrange for its own generator or power packs at its own cost and expense. The Licensee shall seek prior written approval from the Licensor on the location of the generator set. Generators must not be placed within a radius of 10 m from the edge of the MRT viaducts.

13.3A Power Supply Charge of S\$10 per day (subject to GST) shall be levied during the Licence Period.

#### **14. Water Supply**

The Licensee shall seek prior written approval for tap water supply from the public washrooms of the Station. A Water Supply Charge of S\$10 per day (subject to GST) shall be levied during the Licence Period.

#### **15. Telecommunication**

No telecommunication lines are provided by the Licensor unless otherwise agreed in writing by the Licensor. The Licensee shall apply for activation of phone line(s).

#### **16. First Aid**

The Licensee shall set up its own first aid area within the Event Space.

#### **17. Logistics**

The Licensee shall be responsible for:

(a) the proper use and supervision on the use of the Event Space including the orderly and safe admission and departure of persons to and from the Event Space and the prompt, orderly and safe clearance of the Event Space in case of emergency or upon the request of the Licensor;

(b) all matters of safety in the Event Space and the preservation of good order and decency;

(c) ensuring that all persons remain within the boundaries of the area of the designated Event Space and behave in a responsible manner;

(d) ensuring that all circulation passages within the Event Space are maintained and that there is no obstruction of any corridor, path or roadway giving access to or from the Event Space and that there is no interference with the commuter traffic flow to or from the Event Space during the whole time the Event Space is in use.

#### **18. Consumption of Food and Drinks**

18.1. No food and/or beverages are to be sold, distributed, provided or consumed in the Event Space located within the Station unless otherwise approved in writing by the Licensor.

18.2. If the Event Space is located outside the Station:

(a) Unless approved by the Licensor, no alcoholic beverages are to be consumed and/or provided or caused to be sold by the Licensee or any person unless all necessary permits have been obtained from the relevant authorities and a copy of such permit(s) is lodged with the Licensor at least one (1) week prior to the Event.

(b) If food is to be catered, the Licensor must be notified of the caterer, the proposed set-up plan for such catering, and the proposed access and egress routes to be used. This shall be submitted to the Licensor at least one (1) week prior to the Event.

#### **19. Animals and Pets**

Animals and pets are strictly prohibited in the Event Space.

#### **20. Publicity and Promotional Materials**

20.1. All publicity material undertaken by the Licensee making reference to "SMRT Trains Ltd", "SMRT", "MRT", or similar words shall be submitted to the Licensor for review and approval, at least one (1) month prior to the planned release or distribution of such material. If, in the opinion of the Licensor, any such material is not suitable for release or distribution, it shall not be used and must be destroyed immediately at the Licensee's expense, or else amended in strict compliance with the Licensor's directions or instructions.

20.2. The Licensee shall not sell, give, take, provide, propagate or promote in any way any items, programmes or beliefs, religious or otherwise, in the Event Space except with the prior consent of the Licensor and subject to such additional conditions as the Licensor may impose.

#### **21. Particulars of Person-In-Charge**

The Licensee shall designate and provide the name and contact details of the Person-In-Charge whom shall be contactable at all times throughout the Event in the format prescribed by the Licensor.

#### **22. Change in trade activities/ subletting**

22.1. Subletting is strictly prohibited unless with the approval of the licensor. Any request will have to be submitted to the Licensor in writing at least one (1) week in advance with the submission of vendor's name, trade description and duration.