



TERMS AND CONDITIONS
Short Term Licence of Event Space
(Subject to Contract & Availability)

< 3 weeks before event date : 20% of licence fee
 ≥ 3 weeks before event date : 10% of licence fee

1. Notes

- 1.1. Weekdays denote Mondays through Thursdays.
- 1.2. Weekends denote Fridays through Sundays.
- 1.3. A minimum gross contract value of \$700 is required.

3.3. The Licence Fee, Administration Fee and Further Administration Fee (if any) are subject to GST at the prevailing rate.

2. Procedure for Documentation

- 2.1. The completed application form together with plans (refer to Para 5) for SMRT's consideration. This shall be submitted no later than twenty-one (21) working days prior to the commencement of the proposed event.
- 2.2. Application shall be subject to approval on the merits of concept, method of promotion amongst other criteria. SMRT reserves the right to reject the application without assigning any reason.
- 2.3. Upon approval of application, the Licensee shall sign and return the Licence Agreement within the stipulated timeframe and make full payment of the Licence Fee, Administration Fee and Security Deposit (Refer to Para 3), which shall be no later than 2 weeks prior to the commencement of event.

4. Payment Terms

The Licence Fee and Security Deposit shall be made in favour of "SMRT Trains Ltd" (for events at MRT stations) or "SMRT Buses Ltd" (for events at bus interchanges).

5. Submission of Statutory Operating Licences

Copies of the following Statutory Operating Licences and lists of contractors (where applicable) shall be submitted to us no later than 1 week prior the commencement of event.

- a) SCDF submission.
- b) NEA licence
- c) EMA licence
- d) List of cleaning contractors and security companies (where applicable).
- e) Copy of insurance policy
- f) Any other operating licences.

3. Schedule of Payments

Area	Security Deposit
15 sm and below	S\$1,000
16 sm to 49 sm	S\$2,000
50 sm to 99 sm	S\$5,000
Above 100 sm	S\$10,000

- 3.1. Administration Fee of \$100 per booking shall be payable to "SMRT Investments Pte Ltd".
- 3.2. Subsequent to the execution of the relevant licence agreement between the licensor and licensee, should the Licensor agree to the Licensee's request for any change to the terms of such licence agreement or the change of party to such licence agreement, a penalty schedule (as shown below) will apply with a Further Administration Fee of \$100 for each change may be imposed by the Licensor and such Further Administration Fee shall be due and payable by the Licensee within 7 days of notification from the Licensor.

Processing Fee Schedule :
 < 1 week before event date : 40% of licence fee
 < 2 weeks before event date : 30% of licence fee

6. Cancellation

- 6.1. Strictly no refund of Licence Fee, Administration Fee and Further Administration Fee (if any) for any cancellation.
- 6.2. Should the event be terminated by SMRT and/or LTA at any time prior or during the event, only the Licence Fee (and not the Administration Fee or any part thereof) shall be refunded on a pro-rated basis.

7. Operating Hours

0730 hours to 2300 hours daily.

8. Number of promoters

At any point of time, there should be no more than two (2) promoters for every 2sqm of event space. They are not allowed to go beyond 2m from the event space to solicit for business.

Activities carried out shall not pose a fire hazard, cause any nuisance or obstruction to commuters or general public.

9. Display and Setup

- 9.1. All the advertising materials and setup should be placed within the leased area. Any space exceeded will be considered as a breach and we reserve the right to charge for additional space used.
- 9.2. Display and set up should be confined to the lease area and not obstructing the view to station, shop, information signs, the view of any CCTV cameras and fire protection system.
- 9.3. At the end of the event day, all display materials (eg. banners and brochures) shall be kept in the drawer and locked up.