

STPI Venue Reservation & Use Agreement

I _____ for and on behalf of _____ (herein known as User) desire to hire the gallery function space of Singapore Tyler Print Institute or STPI on _____ (date) from _____ (time inclusive of set-up and tear-down). The User accepts the rental charge of _____ and agrees to the terms in this agreement. The User also understands and accepts the \$200 Cleanliness Deposit which applies. I declare that the named User is the actual User and that I have full authority to commit the User to accept this agreement. The User hereby accepts responsibility and control over the conduct and actions of contractors, invitees, guests and anyone who take part in the event or who come to STPI resulting from this hire. The hire is for an event described as _____ for _____ (nos) people.

Agreed by for and on behalf of the User:

Signature: _____ Designation: _____

Full Name: _____ Date: _____

Official Address of User: _____

Tel: _____ Fax: _____ Email: _____

Terms

Insurance

- User shall at their own expense procure and maintain adequate insurance for protection against all liabilities whether for damages to persons or properties relating to the use or occupancy of the STPI venue, and operations incidental thereto.

No third party liability and indemnity

Singapore Tyler Print Institute or STPI shall not be responsible for any damage or injury caused to any of the User's employees, agents, invitees, licensees or independent contractors directly or indirectly through any defective or damaged condition of any part of the Premises or through any act, omission or negligence of any of STPI's employees or agents. The User shall indemnify STPI against all costs, claims, demands, actions, liabilities and legal proceedings whatsoever made upon STPI by any person in respect of any such damage or injury.



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Terms (cont'd)

- The User shall further indemnify STPI from and against:
 - (a) any and all loss or damage to the Premises and the Building caused by the User or its employees, agents, invitees or independent contractors;
 - (b) any and all loss and damage suffered by STPI as a result of the User's breach or non-observance of any of the provisions of this Agreement or from the User's holding over of the Space after the expiration of the rental period.

User's duty to ensure compliance

- The User is responsible for ensuring that the contractors, sub contractors, invitees, and other persons coming to STPI as a result of the use of the function space, comply with the terms of this agreement and the User's authorized representative shall be present until the gallery is returned to STPI in its original condition.
- STPI's report of condition prior to or after the hire is final unless the User expressly highlights any existing condition to STPI in the checklist prior to event.

Prohibitions, limitations and procedure

- Access is limited to the areas of the gallery hired and excludes gallery walls, enclosed rooms, exterior walls, common areas and all other areas.
- Please note that STPI is a **non-smoking venue** and smoking anywhere in the premises including the toilet, is strictly prohibited. Use of burning candles is also prohibited within the Institute.
- Any food and drinks to be brought to STPI must have STPI's expressed agreement. No cooking or warming up (e.g. light grilling or barbecuing) of food is allowed within STPI. Food with pungent odour is prohibited.
- The User shall not bring into STPI any equipment or thing exceeding in weight 3 Kilo Newton psm.
- Physical set up and arrangements must be approved by STPI. Tables and/or chairs and food/beverage stations shall be placed at least 1.5m away from any art work. All décor must be free-standing. Physical contact with STPI artworks is not permitted. A 1.5m gap must be maintained between any décor and the artworks. Exhibited artworks cannot be moved or be affected physically in any way. Any damage sustained to any property and their replacement or restoration is agreed to be borne by the User.
- All equipment, tables, chairs etc must be carried about and arranged quietly. No dragging is allowed. Care must be exercised to avoid knocking into glass panels, doors and the walls.
- Construction of any display or fixture on site is not allowed. Modular fixtures may be used but their assembly shall not involve hammering, nailing, painting, gluing and/or any work that is deemed objectionable by STPI.



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Terms (cont'd)

- The User agrees not to interfere or overload STPI electrical system or render ineffective any equipment or systems in STPI.
- All required licenses are the responsibility of the User and STPI gives no warranty or undertaking in respect of the site.
- The User is responsible for removal of all things brought to STPI and returning the space to its original state. A **Cleanliness Deposit of \$200** is to be collected by STPI in the form of cheque or cash before commencement of set-up and will be returned only after a gallery cross check has taken place and the gallery space is returned in good condition back to STPI.

Before set-up an appointed STPI staff member for the event will take the User's representative on a cross check before handing over the gallery space to User. It is the responsibility of the User to remove all trash, debris, and anything brought to STPI. At the end of the event a cross check will be carried out again with the 2 above representatives before handing the gallery space back to STPI.

- The User will allow STPI to announce the mission of the Institute to its guests at the start of the event if mutually agreed.
- No photography of art works on display is permitted. Photography of the event in the space is permitted, subject to STPI's agreement on the use of lightings or effects.
- Use of certain small décor or game items (glitter, confetti, party-poppers, rice, etc) is not permitted within the Institute. Please seek specific approval.
- STPI reserves the right to limit or deny the use of lights, smoke, plants and decoration to protect the artworks and gallery.
- The User shall not bring to STPI any dangerous, inflammable or explosive objects or use STPI for any unlawful purpose or cause nuisance or annoyance to any other party.

Delivery

- All deliveries must take place on the day of the event from the public entrance. All materials must be removed from the Institute at the event's conclusion within 2 hours of the end of the function. STPI will not store any materials and assume no responsibility for items not taken away.

Event Hours & Availability

- The Gallery is available for event setup after 4:00pm on the day of the event (2-hour block rate of \$300 applies). An earlier set-up can be arranged subject to availability, in which case a full day charge of \$5,000 will apply.
- Evening event hours are generally considered to be between 6:00pm and midnight and Daytime hours are between 9am and 6pm subject to availability.



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Terms (cont'd)

- A fee of S\$300 per 2-hour block will be charged for use of the gallery beyond midnight.
- An additional charge of \$300 for STPI manpower will be applied for gallery rentals that fall on Sunday's and Public Holidays.

Exclusions

- Rental fees do not include use of walls or building exterior or usage of any other areas in and around STPI's premises nor does it cover any costs associated with the event.

Bookings

- STPI will hold a tentative booking for 2 weeks. After that time and if no response is indicated towards the facility, the booking expires.

Payment Procedures

- A 30% deposit of the rental is required to confirm site reservation. This deposit is non-refundable.
- The balance of the rental or the full rental is payable two weeks before set up of the event. Payment is either by cash or cheque, made payable to Singapore Tyler Print Institute.

Cancellation/Rescheduling

- Cancellation of the event by the User after confirmation will result in forfeiture of all fees paid.
- Change of date of booking by the User is subject to the availability of the space.
- STPI reserves the right to cancel the event, if the space is, in the sole judgement of an authorized official of the Institute, rendered unsuitable for events due to fire or other calamity, act of God, labor dispute, notice of violations by any government agency, or any other occurrences beyond the control of the Institute. In the event of such cancellation, the User will not be liable for payment of fees for the cancelled booking, nor will STPI have any further liability or obligations with regard to said cancelled event other than the refund of the deposit paid.
- Should a cancellation by STPI become necessary, STPI will endeavor to provide suitable gallery time slot(s) for re-scheduling of the event.
- STPI retains the right to cancel an event at any point if User fails to comply with this agreement. Such cancellation shall result in the forfeiture of all fees paid and the User agrees that he has no claim whatsoever against the Institute.

Use of STPI's name and images

- STPI's name, including logo cannot be used in conjunction with an event without prior written permission from the Institute. User is permitted to use STPI's name to



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Terms (cont'd)

announce the location of the event, but may not make claims that STPI is in any way sponsoring, hosting or associated with the event.

- Announcements and advertising for event promotional purposes are not permitted prior to signing the Venue Reservation & Use Agreement and full payment of the rental deposit.
- Use of STPI images is subject to copyright fees.

For STPI's use

Acknowledgement of reservation by STPI

Signature: _____ Date of acknowledgement: _____

Name: _____

Total amount payable to STPI: _____

Deposit & Date received: _____

Balance due: _____

Invoice No.: _____



STPI Venue Reservation & Use Agreement

Checklist for Gallery Rental

Date & Time:	Date & Time:
\$200 Cleanliness Deposit received: *N/A if User only renting AV Room	\$200 Cleanliness Deposit returned: *N/A if User only renting AV Room
(Signature – STPI):	(Signature – User):

Hand-over: STPI to User

Hand-over: User to STPI

Gallery A:

Reception table:	Reception table:
Glass cabinets:	Glass cabinets:
Floor:	Floor:
Walls:	Walls:
Artworks:	Artworks:

Gallery B:

Floor:	Floor:
Walls:	Walls:
Artworks:	Artworks:

Gallery C:

Floor:	Floor:
Walls:	Walls:
Artworks:	Artworks:

Female Toilets:

Floor:	Floor:
Walls:	Walls:
Rubbish bin:	Rubbish bin:
Sink:	Sink:
Cubicles:	Cubicles:

Disabled Toilets:

Floor:	Floor:
Walls:	Walls:
Rubbish bin:	Rubbish bin:
Sink:	Sink:

Male Toilets:

Floor:	Floor:
Walls:	Walls:
Rubbish bin:	Rubbish bin:
Sink:	Sink:
Cubicles:	Cubicles:

*The toilets need not be cleaned at the end of the event but should be returned in a presentable state.

Corridor Space (outside toilets):

Floor:	Floor:
Walls:	Walls:

Corridor Space (3rd floor) *Used only for props i.e. lights / speakers – only limited authorized staff to be allowed access:

Floor:	Floor:
Walls:	Walls:
Glass panels:	Glass Panels:

STPI's Representative
Name: _____

User's Representative
Name: _____



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Checklist for AV Room Rental

Date & Time:	Date & Time:
\$200 Cleanliness Deposit received: *N/A if User already renting Gallery Space	\$200 Cleanliness Deposit returned: *N/A if User already renting Gallery Space
(Signature – STPI):	(Signature – User):

Hand-over: STPI to User

Hand-over: User to STPI

AV Room

Walls:	Walls:
Carpet/Floor:	Carpet/Floor:
Projector:	Projector:
Projector Screen:	Projector Screen:
Video:	Video:
DVD:	DVD:
Chairs:	Chairs:

Female Toilets:

Floor:	Floor:
Walls:	Walls:
Rubbish bin:	Rubbish bin:
Sink:	Sink:
Cubicles:	Cubicles:

Disabled Toilets:

Floor:	Floor:
Walls:	Walls:
Rubbish bin:	Rubbish bin:
Sink:	Sink:

Male Toilets:

Floor:	Floor:
Walls:	Walls:
Rubbish bin:	Rubbish bin:
Sink:	Sink:
Cubicles:	Cubicles:

*The toilets need not be cleaned at the end of the event but should be returned in a presentable state.

Corridor Space (outside toilets):

Floor:	Floor:
Walls:	Walls:

STPI's Representative
Name:

User's Representative
Name:



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Contact List

User Name:

Contact Person 1 (Representative on duty and for cross check):
Designation:
Office Tel:
Mobile:

Contact Person 2:
Designation:
Office Tel:
Mobile:

Contractor Name:

Contact Person:
Designation:
Office Tel:
Mobile:

*The User's representative responsible for the event must always be contactable throughout the event and ALL the above information is compulsory.

Full payment for gallery rental as well as the Agreement letter must also be submitted before commencement of any set - up.

At the beginning and end of the event a cross check will be carried out by an authorized STPI staff member (as indicated below) together with the responsible representative from the User (as indicated above). As stated in the agreement letter, the User is responsible for removal of ALL things brought to STPI and for returning the space to its original state. User shall remove all trash, debris, and anything brought to STPI to the satisfaction of the authorized STPI staff member before the \$200 Cleanliness Deposit can be returned.

STPI Contact List:

*STPI to circle out representative on duty for event

Christiaan R. Haridas
Marketing, Communications & Sales
Office Tel: 6336 3663 (xtn 110)
Mobile: 9788 4291

Maideen Babu
Maintenance Officer
Office Tel: 6336 3663 (xtn 107)
Mobile: 9815 1005

