

TERMS AND CONDITIONS OF VENUE HIRE

Contents of the Event (performance, exhibition, function etc.)

1. The Hirer shall take all necessary steps to ensure that:
 - a. All necessary licenses and approvals for the Event have been obtained, a soft/hard copy of the license/approval must be given to the Management prior to the commencement of the Event;
 - b. All applicable payments, including license fees or royalty payments in relation to the intended Event have been duly made;
 - c. The Event will not in any way infringe the rights including intellectual property rights of any third party;
 - d. The event will not:
 - i. Erode the core moral values of society including but not limited to the promotion of permissive lifestyles and depictions of obscenity or graphic sexual conduct;
 - ii. Denigrate or debase any person, group or class of individuals on the basis of race or religion, or serve to create conflict or misunderstanding in Singapore's multi-cultural and multi-religious society
 - iii. Disparage or demean government bodies, public institutions or national leaders and/or subvert national security or stability;
 - iv. Be offensive or obscene in nature or derogatory or defamatory to any third party or bring any dispute to or prejudice STPI in any way whatsoever.
 - e. Any remedial action required by the Hirer/Management in response to requests from statutory authorities must be taken immediately and with no legal or financial liability being attributed to STPI;
 - f. The Hirer shall indemnify STPI against all claims, demands, actions and proceedings arising out of any infringement of copyright on the unauthorised playing, performing or use of any record, tape, apparatus or contrivance occurring during the period of hire of the premises.
 - g. The Event does not contravene the laws of the Republic of Singapore.
 - h. The Hirer shall indemnify STPI against all claims, demands, actions and proceedings arising out of any infringement of copyright on the unauthorized playing, performance or use of any record, tape, apparatus or contrivance occurring during the period of rental of the Venues.

Proper Care for Artworks and General Property

2. The Hirer is to treat all artworks within the premises of STPI with respect and care. Artworks are not to be tampered with at any time. Hirers will be fully liable for any damages or irresponsible actions pertaining to the artworks that are caused by them.
3. The Hirer is to treat the venues and general premises within STPI with care and responsibility, and not to carry out any activities that may cause damage (eg, stickers on wall/beams which may peel paints).
4. All sound, electrical and lighting requirements must be approved by STPI prior to the event. Interference with, or alteration of any of the electrical installations, lighting, sound systems, or other property is prohibited.
5. The Hirer shall be responsible for the cost of making good any damage or loss caused to the objects, buildings, furniture, fittings and equipment arising out of and/or in the course of the Hirer's function.

Payment

6. The payment terms are as follows:
 - 50% deposit payable upon acceptance of the Rental Form and upon being presented with an invoice
 - 50% four weeks prior to the event day or day of set-up/rehearsal and upon being presented with an invoice

All cheques should be crossed and made payable to "Singapore Tyler Print Institute".

Booking and Cancellation of Venue(s)

7. All venues booked under the Agreement will be automatically released and the acceptance of the Agreement is deemed void if the payment for the deposit is not received seven (7) business days after the issue of the first invoice (based on the invoice date).
8. The Management accepts no responsibility for any cancellation by the Hirer and the deposit made is non-refundable. If notice of cancellation is given less than four (4) months prior to the event, the full payment would be levied on the Hirer.
9. If full payment is not received four (4) weeks prior to the event, the Management reserves the right to release the venues booked.
10. The Management reserves the right to advance, defer, terminate or cancel any confirmed venue bookings in the event where supervening circumstances make it necessary for the Management to do so. In such an event, the Management will endeavour to give the Hirer as much notice as

reasonably practicable. The Management will refund the deposit paid by the Hirer if the Management cancels the booking or the Hirer declines a rescheduling of the dates. Save as aforesaid, the Management shall not have any liability to the Hirer for any loss or damage arising from the exercise of the rights herein.

11. The venues shall not be used for any purpose or in any manner, which in the opinion of the Management may become a nuisance or may give cause for complaint from other occupants of the building or the public. In this regard, the opinion of the Management shall be final, conclusive and binding on the Hirer. The Management shall have the right to terminate the whole or any part(s) of the event which it deems unacceptable and no claims for damages, losses, costs, expenses or otherwise whatsoever shall lie against STPI on the account of such termination.

Food & Beverage Catering

12. STPI does not have exclusive caterers. The Hirer has the right to appoint their preferred caterer. However, The Hirer and the appointed caterer must attend a compulsory briefing at STPI at least 1 week before the agreed event date(s).

Disposal of Bulky Materials / Waste

13. The Hirer shall make their own arrangement to dispose bulky items such as crates, props, flower stands, furniture, equipment etc outside of STPI. If these bulky items are left within the premises of STPI after the event, the Management will engage necessary contractor(s) to dispose of the items. All disposal cost will be billed to and borne by the Hirer.

Loss or Damage to Properties

14. The storage of properties at STPI will be at the risk of the Hirer or owner, and STPI will not be held responsible for any damage or loss by any cause whatsoever.
15. All properties must be removed on or before the expiry date and time of the venue hire unless an extension of the venue hire period is agreed to between the Hirer and STPI, and payment for the extended period made immediately. Failing which, STPI reserves the right to dispose of or to destroy such properties as he may think fit. No claim whatsoever shall be made against STPI on account of such disposal or destruction.
16. Should any equipment or property at the venues are broken, damaged or lost, or should any damage be done to the Venues, the Hirer shall pay a sufficient sum to make good such damage or loss. No equipment or property shall be altered or modified without the prior written approval of the Management.
17. STPI shall not be held responsible for any loss of or damage to any properties of the Hirer.
18. The Hirer shall be entirely responsible for the proper and safe setting up of all his props and for the proper working of all his own electrical, mechanical and other appliances. STPI shall not be held liable for any loss or damage including but not limited to any accident or personal injury

occurring to the public and/or any person engaged in connection with the work involved with the setting up of such props and the working of such appliances. The Hirer is advised to have public liability insurance for his event.

Use of the name “Singapore Tyler Print Institute” or “STPI” in any form, including visuals

19. The Hirer undertakes to exercise due care to ensure the name “Singapore Tyler Print Institute” or “STPI” will not be used, mentioned or reproduced in any of his productions, businesses, products, promotions, advertisements or activities in relation to their hire of the space, that will in the opinion of the public, lower the dignity of the Venues.
20. The Hirer shall not be allowed to use pictures of STPI in any form without the prior approval in writing by the Management.

Severability

21. If any one or more of the provisions contained herein shall be deemed invalid, unlawful, or unenforceable in any respect under any applicable law, the validity, legality and enforceability of the remaining provisions contained herein shall not in any way be affected or impaired but these Regulations shall be construed as if they did not contain such invalid, unlawful or unenforceable provision.

Exclusion of liability

22. STPI’s sole obligation to the Hirer shall be to lease out the Venues to the Hirer. For the avoidance of doubt, STPI shall not be responsible for informing the Hirer of any restriction of access to the Venues, whether by means of public transport, public roads or otherwise, which may, in any way affect the staging of the performance/function by the Hirer during the period of booking of the venue by the Hirer. In this respect, STPI shall not be liable for any loss or damage suffered by the Hirer or any third party arising out of or in connection with such restrictions of access to the venue.

Force Majeure

23. No party shall be liable to any party for the failure or delay in performance of these Regulations if and to the extent that such failure or delay is the result of Acts of God, governmental orders or actions, changes in legislation, war (whether declared or not), national emergencies, strikes, lockouts or any other industrial, civil or public disturbances, fire or accident, or any event or circumstances for which the relevant party cannot reasonably be held responsible.

Rights of Third Parties

24. A person who is not a party to this agreement shall have no right to enforce any of its terms.

Note: The above regulations are subject to change without prior notice.