

BOOKING REQUEST OF SSC FACILITIES

- This form may take you 5 minutes to complete.
- Organizations must confirm rates and availability with the Central Booking Office (CBO) when making their booking request. Online rates may not apply to these bookings.
- Please ensure that it bears the authorized signature and the organization stamp. An incomplete form will be rejected.
- Kindly enclose any layout/setup plans, diagrams, programme details and/or letterhead if necessary when submitting to the CBO.
- CBO Contact Details - Tel: 6481 3751, 6483 7326, Fax: 6483 2653. Email: ssc_bookings@ssc.gov.sg

SECTION A: HIRER DETAILS

- (1) Organization Name: _____ (2) UEN Nos: _____
- (3) Billing Address: _____
- (4) Contact Person's Name and Designation: _____
- (5) Office Tel: _____ (6) HP: _____ (7) Fax: _____
- (8) Email: _____

SECTION B: EVENT DETAILS

- (1) Venue/Sports Centre Name: _____ (eg. Bedok Sports Hall)
- (2) Event Name: _____ (3) Event Nature: _____
- (4) Facilities Requirement (specify number where applicable):
- | | | | | | |
|---|--|---|---|---|---|
| <input type="checkbox"/> Badminton Court | <input type="checkbox"/> Tennis court | <input type="checkbox"/> Netball Court | <input type="checkbox"/> Squash Court | <input type="checkbox"/> Basketball Court | <input type="checkbox"/> Sepak Takraw Court |
| <input type="checkbox"/> Volleyball Court | <input type="checkbox"/> Street Soccer | <input type="checkbox"/> Gateball Court | <input type="checkbox"/> Petanque Court | <input type="checkbox"/> Soccer Field | <input type="checkbox"/> Hockey Field |
| <input type="checkbox"/> Rugby Field | <input type="checkbox"/> Gallery | <input type="checkbox"/> Track | <input type="checkbox"/> Competition Pool | <input type="checkbox"/> Teaching Pool | <input type="checkbox"/> Swimming Lane |
| <input type="checkbox"/> Hall Sector | <input type="checkbox"/> Entire Hall | <input type="checkbox"/> Entire Stadium | <input type="checkbox"/> Entire Complex | Others: _____ | |
- (5) Event Date (DD/MM/YYYY): From _____ To: _____
- (6) Event Time: From _____ To: _____
- (7) Set-Up Date (DD/MM/YYYY): _____ (8) Set-Up Time: _____
- (9) Dismantling Date (DD/MM/YYYY): _____ (10) Dismantling Time: _____
- (11) Expected Crowd: _____ (12) VIP (if any): _____
- (13) Permits Obtained? Yes No (If yes, please provide details)
- (14) Use of PA/Sound System? (Own Arrangement) Yes No (If yes, please provide details)
- (15) Use of Electrical Points? Yes No (If yes, please provide details)
- (16) Provision of First-Aid Cover? (Own Arrangement) Yes No (If yes, please provide details)
- (17) Display of Publicity Materials? Yes No (If yes, please provide details)
- (18) Collection of Entry Fees and Ticket Charges? Yes No (If yes, please provide details)
- (19) Logistics Set-up (Please provide details. E.g. generators, stalls, lightings etc):

- (20) Remarks (please indicate below):

SECTION C: TERMS OF BOOKING

General

1. Hirer must comply with the Singapore Sports Council (Hiring of Sports Facilities) Regulations of the Singapore Sports Council Act (Chapter 305) and any other conditions as required by SSC.
2. By signing up for and providing any information, personal or otherwise, in order to gain access to any product(s) or service(s) and / or participate in any program(s), event(s), talk(s), demonstration(s) or any activities involving the Singapore Sports Council ("SSC"), the individual is deemed to have given written permission for SSC to collect, analyze, collate, share, disclose to third parties, and / or otherwise use without any liability to the individual any personal information relating to that individual as SSC may in its sole discretion deem fit, including without any limitation for the following purposes:
 - (a) For its programs, planning, data-processing, statistical or risk-analysis, research, fund-raising or any other purposes in furtherance of the functions or powers of SSC as provided for in the Singapore Sports Council Act (Chapter 305);
 - (b) For development or implementation of programs, products or services provided by SSC and / or in collaboration with any Third Parties;
 - (c) For outsourcing of any program(s), event(s), talk(s), demonstration(s) or any activities to Third Parties;
 - (d) To any Third Parties for promotional, marketing and / or administrative purposes;
 - (e) For all purposes as required by law, including without limitation court proceedings, criminal investigations or prosecutions or where so ordered by any competent authority;
 - (f) In connection with any, or any proposed, novation, assignment, transfer, sale, lease, license, partnership, joint-organizing or any collaboration where and when required in relation thereto.
3. Hirer is advised to seek clearance from the relevant authorities such as Police Permit, Copy Right Music License, and Environment Public Health License for permission to hold food fair at public area, etc.
4. Any advertisement sign/banner found displayed without prior approval will be charged at a cost of \$192.60 per sign/banner per day.
5. Food and soft drinks/beverages/bottled drinks are not allowed to be consumed within the sports facility without any prior approval from the Council.
6. No sale of food and drinks (including beer and liquor) is allowed without prior approval from the Council.
7. No drinking of alcohol is allowed in the Singapore Sports Council premises.
8. For erection of tents, sheds or any other structures, the approval of the Centre Manager has to be sought for their locations. To avoid inconvenience, you should liaise with him early. These should be dismantled on the day itself.
9. For event with gate collections, the hirer is required to inform the booking office in writing at least 1 month in advance. A 20% gate levy charge on the gross gate collections will be imposed.
10. Hirer is to ensure that your event / activities (incl. setting up and clearing up) commence and end within the hired time-slots.
11. Hirer is requested to position the speakers of the public address system to face inwards, that is, towards the direction of the grandstand or seating gallery. The speakers should not be directed at any of the nearby buildings or houses.

Booking

1. Booking opens daily at 8am on the first working day of the month for slots up to 3 months in advance on a first come first serve basis subject to availability and SSC's approval. All transaction must be paid within 14 working days from the receipt of confirmation letter or 14 working days before usage date whichever is earlier otherwise the booking would be **cancelled**. No booking will be entertained thereafter.
2. Booking/s would only be accepted upon the submission of the SSC advance booking form. SSC reserves the right to reject any incomplete forms.
3. All 5 hours exclusive booking of SSC field(s), sports hall(s) or stadium(s) are inclusive of the 1 hour time for any setup, dismantling or change-over between slots.
4. Payment can either be made by Cash or Cheque, at the CBO office located at Yio Chu Kang Squash and Tennis Centre, 200 Ang Mo Kio Avenue 9 Singapore 569770. Cheque must be made payable to "I-Magination Solution Pte Ltd".
5. Hirer shall bear all staff overtime fee, cleaning fee charges and other miscellaneous charges in related to the use of SSC facility.
6. With the exception of unplayable facility, no cancellation, change of booking or refund will be given once payment is made.
7. SSC reserves the right to close the facilities or any part thereof at any time and cancel the booking without prior notice to the hirer. SSC's only liability to the hirer is limited to the refund of booking fee paid by the hirer with the exception of when SSC cancels the hiring in the midst of the hire period due to circumstances beyond SSC's control or in the interest of public safety or closure is ordered by the authorities.
8. The Council reserves the right to amend or include any other conditions of hiring as and when it is deemed necessary.

PAR-Q

1. Hirers must ensure that all participants age 15 to 69 years old involved in the event of the booking have filled up the Physical Activity Readiness Questionnaire (PAR-Q) form on the day of facility usage. A copy of the form can be downloaded from [http://www.ssc.gov.sg/publish/sports_safety/home/sports_safety/sports_s_a_f_e_u.html](http://www.ssc.gov.sg/publish/sports_safety/home/sports_safety/sports_safety_s_a_f_e_u.html)

Care for Premises

1. The hirer of any premises shall take good care of and shall not cause any damage or permit any damage to be caused to the premises or any part thereof or to any fitting, equipment or other property therein.

- The hirer shall pay for any damage (including any accidental damage) to the premises caused by any act or neglect of himself, his employees, agents or any person resorting to the premises by reason of their use by the hirer.

Liability

- The Council shall not be liable for any damage, destruction, theft or loss of property or goods, brought into or left in any premises by the hirer thereof or any other person, or left or deposited with any officer or employee of the SSC for safe-keeping.
- The Council shall not be liable for any loss due to any breakdown of machinery, failure of supply of electricity, leakage of water, fire, Governmental restriction or act of God which may cause any premises, to be closed or the hire thereof to be interrupted or cancelled.
- The Council shall not be liable for any loss of life or property or any damage or injury suffered by the hirer of any premises or any other person by reason of the use of the premises.

Indemnity

- The hirer shall at all times indemnify and keep SSC indemnified against all actions proceeding liability claims, damages, costs and expenses whatsoever and howsoever arising out of or in relation to the use of SSC facility(ties) including any claims whatsoever that may be brought by the students/trainees/participants or any person present at the SSC facility(ies) for purpose of taking any event/course/exam/test/programme or any other activity of whatever nature in any way conducted by the hirer or for any other reason whassoever as may apply.
- The hirer shall not reproduce or use the logos/website/facilities of SSC's except in the manner expressly permitted herein. The hirer shall not represent or give any impression that SSC assisted/permitted/participated in the organization or the management of any event/course/exam/test/programme or any other activity of whatever nature in any way conducted or caused to be conducted by the hirer.

Insurance

- The hirer of any premises shall if so required by the Council take out a policy of insurance in the joint names of the Council and the hirer indemnifying the Council and the hirer against all claims and liabilities in respect of any injury, damage or loss which may be suffered by any person by reason of the use of the premises.

Others

- The hall flooring under the stage must be fully carpeted.
- Have rubber stopper on the legs of the tables and chairs.
- Take care not to drop any candle wax on the floor.
- If hirer plans to buy food for your bookings, it would be appreciated if you could purchase it from the swimming complex canteen operator.
- Hirer must liaise directly with the canteen operator of the swimming complex with regards to the supply of any food or drinks during your booking. Hirer is only allowed to bring in their own food and drinks provided those supplied by the canteen are not suitable.

I confirm that the information provided in Section A and B is correct. I also acknowledge that I have read, accepted and will comply with the Terms of Booking in Section C.

Authorised Signature	Name / Date	Organisation Stamp
----------------------	-------------	--------------------

SECTION D: FOR OFFICIAL USE

Booking Approval Yes No Remarks _____

<u>Miscellaneous Items (if any)</u>	<u>Amount</u>	<u>Details</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

SCM/CM/ACM Signature	Name / Date	SRC
----------------------	-------------	-----