

CORPORATE BOOKING REQUEST FORM

- This form may take you 5 minutes to complete.
- Organizations must confirm rates and availability with the Booking Service Centre when making their booking request.
- Booking will only be accepted upon the submission of this booking form. Please ensure that it bears the authorized signature and the organization stamp. Sport Singapore reserves the right to reject incomplete forms.
- Kindly enclose any layout/setup plans, diagrams, programme details and/or letterhead if necessary when submitting to the Booking Service Centre located at 3 Stadium Drive, Singapore 397630.
- For queries, please contact Booking Service Centre at sport_bookings@sport.gov.sg

SECTION A: HIRER DETAILS

Company Name: _____ UEN Nos: _____

Billing Address: _____

Contact Person's Name and Designation: _____

Office Tel: _____ HP: _____ Fax: _____ Email: _____

SECTION B: EVENT DETAILS

Venue/Sports Centre Name: _____

(Please check here for facility - <https://www.myactivesg.com/facilities/sports-recreation-centres/corporate-rates>)

Event Name: _____ Event Nature: _____

Facilities Requirement (Please specify number):

- | | | | | | |
|---|--|---|---|---|---|
| <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: _____ | |

Event Date (DD/MM/YYYY): _____

Event Time: From: _____ To: _____

Set-Up Date (DD/MM/YYYY): ____/____/____ Set-Up Time: From: _____ To: _____

Dismantling Date (DD/MM/YYYY): ____/____/____ Dismantling Time: From: _____ To: _____

(Both set-up and dismantling periods are chargeable)

(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):

Payment: CASH CHEQUE E-WALLET

SECTION C: TERMS OF BOOKING

General

1. The Singapore Sports Council (hereinafter known as "SportSG") has many facilities available for your use (singularly "SportSG Facility; collectively "SportSG Facilities").

Booking & Payment

2. **How to Book:** In order to book SportSG Facilities, you (also known as the "Hirer" where context requires) will have to submit this form together with your organisation's registration certificate (e.g. ACRA registration certificate). We reserve the right to approve or refuse an application for the booking of SportSG Facilities. All bookings are on a first-come-first-serve basis and subject to availability.
3. **Booking Window:** You may book a SportSG Facility up to six (6) months, but no later than two (2) months, in advance of the usage date. SportSG reserves the right not to accept applications received later than two (2) months prior to the usage date.
4. **Booking Allocation:** Certain selected SportSG Facilities are subject to SportSG's policy of a maximum number of application/booking slots available to you per calendar month. SportSG will inform you accordingly if your application pertains to a booking for such SportSG Facilities. For purposes of this clause, applications made by affiliates shall be taken into account in determining your booking entitlement. An "affiliate" refers to any other party which:
 - i. has substantial shareholdings in the Hirer (i.e. 50% or more shareholding);
 - ii. the Hirer has substantial shareholdings in (i.e. 50% or more shareholding);
 - iii. has common directors with the Hirer;
 - iv. has common shareholders with the Hirer; and/or
 - v. SportSG, in its sole discretion, deems is related to or is being used by a Hirer contrary to the Terms of Booking herein.
5. **Exclusive Bookings:** a booking shall be considered exclusive where your application is for the use of an entire venue or facility (or where a venue or facility can be segmented to the exclusion of others, the respective segment). Exclusive bookings are calculated in blocks of five (5) hours which are inclusive of any setup, dismantling or change-over between slots.
6. **Rules & Regulations:** The use of SportSG Facilities is governed by the provisions of the Singapore Sports Council Act, the Singapore Sports Council (Hiring of Sports Facilities) Regulations, and any other rules and/or regulations which may be implemented from time to time.
7. **Payment:** Payment for your application must be made within seven (7) working days from the date of invoice from SportSG, failing which your booking shall be deemed void and cancelled. Payment can either be made by cash or cheque at SportSG's Booking Service Centre. Cheque must be made payable to "Singapore Sports Council".
8. **Ticketed Events:** For ticketed events, the applicable hiring charges for the SportSG Facility shall be the rates specified in clause 9 or 20% of the gross ticket sale ("**Hiring Levy**"), whichever is higher.
 - a. For purposes of this clause, "gross ticket sale" refers to the total amount of the face values of tickets that are sold, issued and distributed whether for cash or otherwise; any price discount shall be disregarded; tickets that bear no face value shall be deemed to carry the highest face value of other tickets sold, issued or distributed.
 - b. You shall submit to SportSG within seven (7) working days of the event a true account of the number of tickets sold, issued and distributed by face value.
 - c. In event the Hiring Levy is higher than the amount already paid to SportSG pursuant to clause 6, you shall, within seven (7) working days of the end of the event pay to SportSG the difference such that SportSG is in receipt of the aggregate of the Hiring Levy.
9. **Miscellaneous Fees:** You shall bear all staff overtime fees, cleaning fees and other miscellaneous fees in relation to the use of the SportSG Facilities. SportSG will advise you if there are such fees to be incurred based on your application.
10. **Hiring Rates:** Hiring rates can be found at <https://www.myactivesg.com/facilities/sports-recreation-centres/corporate-rates>
11. **Collection and Use of Data:**
 - a. By providing any information, personal or otherwise, your data (including personal data where you are an individual) may be used for the purpose of planning and administering your use of SportSG Facilities which may include the following:
 - i. processing your registration and/or booking of SportSG Facilities;
 - ii. to verify your identity and allow access to SportSG Facilities;
 - iii. to conduct market research, survey and/or analysis;
 - iv. to fulfil a legal or regulatory requirement;
 - v. to respond to your queries and/or feedback;

- vi. informing you of any changes to our Terms of Booking which may affect you; and
 - vii. informing you of updates and/or developments to SportSG Facilities.
- b. We may share your data with other Government agencies (or with non-Government entities which have been authorised to carry out specific Government services) to process any applications you have made or to render you a service, so as to serve you in a most efficient and effective way, unless such sharing is prohibited by law.
- c. For your convenience, we may also display to you data you had previously supplied us or other Government agencies. We will retain your data only as necessary for the effective delivery of public services to you.

Usage of SportSG Facilities

12. **Compliance with Booking Details:** You shall use the SportSG Facility in accordance with your booking details and timing, and shall vacate the SportSG Facility at the expiration of your booking timing. Such timing shall include any setup or tear-down required.
13. **Condition of Facility:** You shall leave the SportSG Facility in the same good condition as when you first enter the same for use. You may not change the condition and/or location of equipment without our prior approval. All equipment shall be returned to their original condition and location at your expense.
14. **Set-Up Time:** Certain SportSG Facilities e.g. volleyball courts and basketball courts require time for set-up. Such time will form part of your booking hours. SportSG will use best endeavours to advise you on the time required for such set up.
15. **Structures:** Tents, sheds or any other structures shall not be erected without our prior approval. In order to facilitate the same, please liaise with us early. You shall be responsible for the setting-up and tearing-down of the same.
16. **Conduct:** You shall conduct yourself appropriately when using SportSG Facilities. We reserve the right to remove from the SportSG Facilities users who are difficult and/or uncooperative, or whose act and conduct we deem to be unreasonable and detrimental to the enjoyment, interests, well-being and safety of the other users. Our decision in this respect is final and we shall not be required to make any refund if you are deemed liable for such behaviour and/or conduct.
17. **Permits & Approvals:** You shall be responsible for any permits or approvals from the relevant authorities necessary for the conduct of your activity at SportSG facilities.
18. **Displays:** You shall not display any advertisements, signs and/or banners without prior approval from SportSG. Any unauthorized displays shall be subject to additional charges calculated on a per advertisement/sign/banner per day basis, to be advised by SportSG.
19. **Food & Beverages:**
- a. Food shall not to be consumed within SportSG Facilities.
 - b. Sale of food and drinks (including alcohol) is not allowed without prior approval from SportSG.
 - c. Consumption of alcoholic beverages is strictly not allowed in SportSG Facilities.
20. **Smoking:** Smoking is strictly not allowed in SportSG Facilities.
21. **Use of PA Systems:** In event a public address system ('PA System') is used, you shall position the speakers of the PA System towards the direction of the grandstand or seating gallery. The speakers should not be directed at any of the nearby buildings or houses.
22. **Closure of SportSG Facilities:** We reserve the right to close the SportSG Facility or any part therein, for any reason whatsoever, including without limitation, circumstances beyond our control or in the interest of public safety or closure is ordered by the authorities, with or without prior notice. We shall bear no liability whatsoever in respect of such cancellations. Our decision shall be final and conclusive. You are required to vacate outdoor SportSG Facilities immediately upon being notified of lighting warnings from SportSG staff.

Refund & Cancellation

23. **Refund:** Subject to clauses 24 and 25 below, no refund shall be given if you cancel your booking or change your booking date(s) once payment has been made. For avoidance of doubt, any request for change of booking date(s) shall be deemed a new application/booking. Any refund that you are entitled to shall be credited to your eWallet under SportSG's ActiveSG Membership Management System ("MMS"). Such credits may be used for future applications/bookings.
24. **Cancellation Due to Unforeseen Circumstances:** In event more than half of the usage of your booking of the SportSG Facility is deemed unplayable due to inclement weather or to unforeseen circumstances, you shall be entitled to a refund of any Hiring Fee already paid to SportSG. The decision on whether a SportSG facility is still playable will be decided solely by SportSG.
25. **Closure of Facilities:** SportSG reserves the right to close the facilities or any part thereof at any time and cancel the booking without prior notice to the hirer. SportSG 's only liability to the hirer is limited to the refund of the Hiring Fee paid by the hirer with the exception of when SportSG cancels the hiring in the midst of the hire period due to circumstances beyond SportSG's control or in the interest of public safety or closure is ordered by the authorities.
26. **Cancellation and 'No-Show':** In event you cancel your booking, change your booking date(s) and/or fail to show up at the SportSG Facility at the designated booking time, SportSG reserves the right to make available for booking the unutilized booking slot.

Touting, Transferring and Conduct of Business Activities

27. **No Touting:** Touting is strictly prohibited at SportSG Facilities.
28. **Prohibition of Business Activities:** You shall not conduct any coaching, league operation or business activities on SportSG Facilities without our approval. SportSG reserves the right to stop such activities and cancel your booking without refund or prior notice in event of breach.
29. **No Transfer:** You are not allowed to transfer, assign, sublet or re-sell your booking of the SportSG Facilities (or part thereof). In event of infringement, SportSG reserves the right to cancel the booking without refund or prior notice.
30. **Additional Restrictions:** In addition to clauses 27, 28 and 29, SportSG may impose additional restrictions on your subsequent bookings, including without limitation debarment from future bookings.

PAR-Q

31. You are advised to have all participants age 15 to 69 years old involved participating in an event complete 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.sportsingapore.gov.sg/sports-education/sports_safety/sports-safe-u-guide.

Liability and Indemnity

32. SportSG shall not be liable for any damage, destruction, theft or loss of property or goods, brought into or left in any premises by you thereof or any other person, or left or deposited with any officer or employee of SportSG for safe-keeping.
33. SportSG 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.
34. SportSG 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 SportSG Facilities. In addition, you will not hold us and/or our agent/s liable for any personal injury or death arising from your usage of the SportSG Facilities or for any loss of or damage to your property arising from your usage of the SportSG Facilities, except for such injury or death that is caused directly by our or our agent/s' gross negligence.
35. You further undertake that if, in the course of usage of the SportSG Facilities, you deliberately or negligently cause any injury (whether fatal or otherwise) to any person or any damage to or loss of any property of any person, you shall indemnify us if that suffering person makes claims or takes actions against us or if we have to pay for costs or expenses in relation to the same.
36. You shall be liable for any damage to the Facilities or any part thereof or to any fitting, equipment or other property therein. You shall pay for any damage (including any accidental damage) to the SportSG Facilities caused by any act or neglect of yourself, your employees, agents or any person authorised by you to be on the premise.

Insurance

37. You shall, if so required by SportSG, take out a policy of insurance in the joint names of the Singapore Sports Council and yourself 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 SportSG Facilities.

Variation

38. SportSG reserves the right to determine, amend, add to, delete from or vary the terms and conditions contained in herein without prior notification.

I hereby confirm that the information provided in Section A and B are true and accurate, and I agree with the contents of the Terms of Use 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 Sport Centre