



FAIRFIELD METHODIST SCHOOL (PRIMARY)

100 DOVER ROAD SINGAPORE 139648

Tel: 6778 8431 Fax: 6776 2948

Part C – ADDITIONAL FACILITIES/EQUIPMENT CHARGES

S/N	Name of Facility	Block / Hourly rate	Total charges	Remarks
1.	Holding / Changing Room (4-hour Block) (Additional hour)	\$100 \$30		[Minimum 4-hours block]
2.	Foyer (4-hour Block) (Additional hour)	\$80 \$20		[Minimum 4-hours block]
S/N	Type of Manpower Services	Block / Hourly rate	Total charges	Remarks
3.	Operations Staff Officers (OSO) (Weekdays) (Weekends/ Public Holidays)	\$60 / \$10 \$75 / \$15		[Minimum 4-hours block]
4.	Audio-Video (AV) Technicians (Weekdays) (Weekends/ Public Holidays)	\$100 / \$20 \$120 / \$25		[Minimum 4-hours block]
S/N	Type of Equipment	Per unit rate	Total charges	Remarks
5.	Folding Table Folding Table w Skirting	\$5 \$10		
6.	Chairs (block of 10)	\$5		
7.	Signage/Poster Stands (A3 size)	\$5		
8.	Steinway Baby Grand Piano	\$150		No provision of tuning specialist
9.	Choral Riser (block of 4 sets)	\$50		
10.	Others:			

Additional Notes:

1. The 4-hour block (0900-1300; 1400-1800; 1900-2300) is inclusive of Load-in/Props & Technical Set-up/Bump-out time. All items, including props, brought in by the Hirer and/or Hirer's contractors, have to be dismantled and removed from the premises before the ending time of hire.
2. School reserves the right to allow usage of parking lots within the School's compound. Guests are advised to use the public car parks in the nearby vicinity.
3. Minimum of 2 Operations Staff Officers to be engaged for events with more than 100 guests.

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Part D - APPROVAL BY SCHOOL

The application is * *approved / not approved*. The total charges of \$ _____ and the facilities used in the School premises are as indicated above. Confirmation of booking can only be effected with the receipt of a crossed cheque made payable to "**Fairfield Methodist School (Primary)**" prior to the event. Any requirement for additional manpower (AV technicians, OSO etc) would be separately billed to the applicant/organisation.

Operations Manager
Signature & Date

HOD CCA/PE/Aesthetics
(Required for use of related venues)

OFFICE USE:

Payment received: _____

KEYS TO ISSUE:

KEYS COLLECTED BY:

KEYS RETURNED BY:

Name, signature & date

Name, signature & date

NOTE:

The completed application form must reach the school 1 month before the activity. Please submit to:

**The Operations Manager
Fairfield Methodist School (Primary)
100 Dover Road Singapore 139648
Tel: 6778 8431 Fax: 6776 2948**

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Terms & Conditions

A. Use of Premises & Facilities

1. The Principal of the School (the "Principal") shall be the sole arbiter as to the permitted use of the School's Premises and the decision of the Principal shall be final. Approval is hereby given for the Licensee to use the School's Premises solely for the purpose stated in the Booking Form under "Event Details".
2. The School may, at its sole discretion, request the Licensee and/or its invitees whom are found to be in breach of any of the provisions of the School's Rules or the terms and conditions herein, to cease and desist from such breach and/or to leave the School's Premises.
3. The Licensee shall at all times utilize the School's Premises in such manner so as not to interfere with the reasonable comfort of the other users and occupants in the School.
4. The Licensee shall be fully responsible for the proper conduct, behaviour and attire of its invitees and shall be liable to the school in respect of any damage caused by the Licensee or its invitee, and/or injury caused by or resulting from any act or omission of the Licensee or its invitee. The Licensee shall keep the School, its staff and agents fully indemnified in respect of any action, claim or demand arising by reason of any of the Licensee's invitees' act and/or omission.
5. The consumption of food and beverages within the Licensed Premises is strictly prohibited unless prior written approval has been obtained, and consumption is confined to a specified and limited area.
6. The Licensee shall be responsible for the cleanliness of the School's Premises, and all passageways and all means of access to and from the School's Premises shall at all times be kept clear of obstruction.
7. The consumption of any alcoholic drink or other liquors within the School's Premises is strictly prohibited. In addition, persons under the influence of alcohol shall not be permitted access to the School's Premises.
8. Smoking within the School's Premises is strictly prohibited.
9. No posters, placards, commercial advertisements, directional signage or any such material shall be displayed anywhere inside or outside the School's Premises without the prior written permission of the Principal or her designee. Should such approval be given for any specific event, it shall be the responsibility of the Licensee to remove such posters, placards, advertisements, directional signage or any such materials immediately after the event. Failure by the Licensee to do so in a timely manner shall result in the School carrying out such work as may be necessary to remove such material, at the expense of the Licensee, on a full indemnity basis.
10. The Licensee and/or its invitees shall comply with such additional rules or terms and conditions as may be imposed by the School from time to time to regulate the use of the School's Premises.
11. The Licensee shall be responsible for obtaining at its own cost and expense all relevant licenses, consents, permits, and approvals which may be required or necessary for or incidental to the use of the facility/facilities, and /or the School's Premises. Failure on the part of the Licensee to obtain any applicable license, consent, permit and/or approval shall entitle the School to forthwith avoid or terminate the Licensee's right to use the School's Premises, without refund of fees paid.

B. Licensee's Property

1. The School shall not be held responsible for any damage, loss or theft of any article or property of The Licensee and/or its invitees left anywhere in the School's Premises.
2. The Licensee and/or its invitees shall not entrust any article or property to the care of the School's staff or agents.

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C. School's Property

1. No property of the School shall be removed from the School's Premises without the written consent of the School.
2. In the event that the Licensee and/or its invitees remove or damage the School's property, the Licensee shall indemnify the School the cost of making good the same in full, the cost of which shall be assessed by the Principal or her designee, whose decision shall be final.

D. Dealing with School's Staff or Agents

1. The Licensee shall not be permitted to give any gratuity of any kind to any of the School's staff or agents.
2. The Licensee shall report unsatisfactory conduct of any of the School's staff or agents to the Principal or her designee, but shall not be entitled to reprimand or impose sanctions upon the said staff or agents directly.

E. Physical Activities

1. The Licensee and/or its invitees shall, prior to their use of the School's Premises, ensure that they have done a thorough medical examination and have obtained their medical physicians' approval for the relevant activities to be undertaken at the School's Premises, where appropriate. Any exercise or activities undertaken without the above shall be so undertaken at the Licensee's or its invitee's own risk.

F. Cancellation & Forfeiture

1. The School shall be entitled to cancel or terminate the use of the School's Premises under this Agreement at any time with at least 14 calendar days' notice to the Licensee. In this respect, the decision of the Principal or her designee shall be final, and monies paid by the Licensee under this Agreement shall be refunded to the Licensee in full, following which no further claim shall be made by the Licensee against the School whatsoever.
2. In the event of a national crisis, such as H1N1 where the School is instructed to shut down by the Ministry of Education, or where the premises are requisitioned for emergency evacuation and assembly of students, staff and approved occupants, the monies paid by the Licensee under this Agreement shall be refunded to the Licensee in full, following which no further claim shall be made by the Licensee against the School whatsoever.

G. Non-Liability of School

1. The School, its staff or agents, shall not be liable or responsible for any death and/or injury howsoever caused to Licensee and/or Invitees.
2. The School shall not be liable for any theft or loss or damage to any property of the Licensee and/or its Invitees.
3. The Licensee shall indemnify and keep the School indemnified against any and all claims against the School caused or occasioned by the use of the School's Premises.

H. Contracts (Rights of Third Parties) Act

1. It is the intention of the School and the Licensee that a person who is not a party to this Agreement shall have no right under the Contracts (Rights of Third Parties) Act (Chapter 53B) to enforce any provision in this Agreement.

I Miscellaneous

1. This Agreement is governed by the laws of the Republic of Singapore.

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