

TERMS AND CONDITIONS FOR THE BOOKING AND USE OF FACILITIES AT THE ADELPHI

The following Terms and Conditions shall apply to all applicants for the booking and use of facilities at SAL in THE ADELPHI.

1 **Application**

- 1.1 Application can be made up to 6 months in advance of the booking date.
- 1.2 Booking will only be confirmed when the payment is made to **Singapore Academy of Law (SAL)** by the due date stated in the booking confirmation letter. Otherwise the facility will be released for other bookings.
- 1.3 Bookings are non-transferable.
- 1.4 There will be strictly no extension for use of the facilities beyond the booking period.

2 **Cancellation / Changes**

- 2.1 Requests for changes in booking date or facility venue (subject to availability) must be made at least 14 working days prior to the event date. Any additional payment arising from the changes in booking shall be made by the due date stated in the revised confirmation letter.
- 2.2 The following charges will apply for any cancellation made to confirmed bookings:

For cancellation made	Fee payable by client
3 to 6 months in advance from booking date	\$50
1 to less than 3 months in advance from booking date	Administration fee of 20% of the total payment or \$100, whichever is higher
14 working days to less than 1 month in advance from booking date	Administration fee of 50% of the total payment or \$100, whichever is higher
Less than 14 working days from booking date	Full payment will be forfeited

3 **Time for Preparation and Dispersal**

- 3.1 30 minutes allowance for preparation prior to and dispersal beyond the booking time is allowed.

4 **Use of Premises**

- 4.1 The applicant is responsible to ensure that all licenses relevant to the event have been obtained. Any fines or summons in connection with any illegal activities conducted will be borne by the applicant.
- 4.2 Subject to SAL's approval, applicant's equipment may be stored in the leased premise during the period of booking. SAL shall not be held responsible for any damage or loss by any cause whatsoever to the said equipment. The equipment must be removed from the leased premise at the end of booking period.
- 4.3 All corridors, aisles and means of exit shall be kept clear at all time.
- 4.4 Any music, noise, or other sounds are to be kept to reasonable level.

- 4.5 The applicant is responsible for the cleanliness of the facility at all times and restoring it to its original state and condition to the satisfaction of SAL, failing which SAL will charge \$100 for the cleaning service.
- 4.6 SAL's approval is required for the following:
- a) Displaying of banner or poster in any part of the leased premise;
 - b) Use of electrical apparatus or heavy machinery or any other fittings in the leased premise;
 - c) Use of electrical apparatus or heavy machinery or any other fittings in the leased premise;
 - d) Media coverage of events;
 - e) Sale of products;
 - f) Seeking donations from public
- 4.7 The applicant shall ensure that drinks, confectionery, food and other similar items are restricted only at the pantry area.
- 4.8 The leased premise shall be used only for seminars, functions and/or such purpose as approved by SAL.
- 4.9 No animals or pets shall be admitted to the leased premise.
- 4.10 Smoking is strictly prohibited.

5 Damage

- 5.1 The applicant shall indemnify SAL against any loss and damage caused to the premises or any part of the Building or any adjacent or neighboring premises or any of SAL's property and any injury or damage caused to any person directly or indirectly by the applicant or its employees or any other persons in one way or other connected to the applicant.
- 5.2 SAL's leased premises and equipment shall be returned in their original conditions and the applicant shall be liable for any damages caused to the properties, apparatus or fittings. SAL reserves the right to claim compensation for any such damages or loss.
- 5.3 The applicant shall be responsible for the use/safekeeping of his equipment and safety of the participants. SAL shall not be liable to the applicant, nor shall the applicant have any claim against SAL, for any damages or injuries.

6 Violation of Terms and Conditions

- 6.1 In the event of contravention to any of the Terms and Conditions, SAL shall have the right to ask the applicant to vacate the leased premises immediately.