



**CHINESE SUCCESS MEDIA PTE LTD** UEN:200513774W

Blk 231 Bain Street #04-41, Bras Basah Complex, Singapore 180231

Tel: (65) 6334 6606 Fax: (65) 6338 1808 Email: [enquiry@csm.sg](mailto:enquiry@csm.sg)

**TRAINING/SEMINAR ROOM RENTAL/BOOKING APPLICATION FORM** 20120501

Please complete the Booking form & submit to:

**Chinese Success Media Pte Ltd**

**Blk 231 Bain Street #04-41 Bras Basah Complex Singapore 180231**

**Tel: (65) 6338 0566, 6334 6606 Fax: (65) 6338 1808 Email: [enquiry@csm.sg](mailto:enquiry@csm.sg)**

*Name of Applicant (Mr / Ms / Mrs / Dr)		Application's Designation			
Name of the Organization		Office Tel No:			
Mailing Address		*Mobile No:			
		*Email:			
		Fax No:			
Date(s) Required Tick time of booking on the right columns accordingly	09:00-12:00	14:00-17:00	19:00-22:00		
*Event Title			Estimate no. of Participants		
Tea Reception	<input type="checkbox"/> AM	<input type="checkbox"/> PM	<input type="checkbox"/> EV	Lunch <input type="checkbox"/>	Dinner <input type="checkbox"/>



**CHINESE SUCCESS MEDIA PTE LTD** UEN:200513774W

Blk 231 Bain Street #04-41, Bras Basah Complex, Singapore 180231

Tel: (65) 6334 6606 Fax: (65) 6338 1808 Email: [enquiry@csm.sg](mailto:enquiry@csm.sg)

	Tick or Number of Item	
Projector	(Max : 1 pc)	<input type="checkbox"/>
Screen	(Max : 1 pc)	<input type="checkbox"/>
Wireless Microphone-Clip on + Audio System	(Max : 1 pc)	<input type="checkbox"/>
Wireless Microphone-Handheld + Audio System	(Max : 2 pcs)	<input type="checkbox"/>
Audio System Only	(Max : 1 set)	<input type="checkbox"/>
Microphone Stand	(Max: 2 pc)	<input type="checkbox"/>
Flipchart board and paper	(Max : 2 pc, paper 25pcs)	<input type="checkbox"/>
Flipchart marker (4 colors)		<input type="checkbox"/>
Flipchart paper (Additional)		<input type="checkbox"/>
White Board with white board marker (4 colors)	(Max : 1 set)	<input type="checkbox"/>
Table (120cm x 60cm)	(Max: 20 pcs)	<input type="checkbox"/>
Table (150cm x 75cm)	(Max: 6 pcs)	<input type="checkbox"/>
Wireless Internet Connection		<input type="checkbox"/>
Conversion to Classroom / Cluster / U-shape layout		<input type="checkbox"/>

The applicant is deemed to have read the terms and conditions governing the use of the Learning Facility of Chinese Success Media Pte Ltd and hereby agrees to be bound by the said terms and conditions.

\_\_\_\_\_  
SIGNATURE OF APPLICATION

\_\_\_\_\_  
DATE

THE TERMS AND CONDITIONS ARE AN INTEGRAL PART OF THIS BOOKING FORM

Remarks ( For office use ):

--



**CHINESE SUCCESS MEDIA PTE LTD** UEN:200513774W

Blk 231 Bain Street #04-41, Bras Basah Complex, Singapore 180231

Tel: (65) 6334 6606 Fax: (65) 6338 1808 Email: [enquiry@csm.sg](mailto:enquiry@csm.sg)

### General Terms and Conditions

#### **1. APPLICATION FOR RENTAL**

- a. All requests to rent Chinese Success Media Pte Ltd's training/seminar rooms must be confirmed in writing. Confirmation of the requests will be in the form of a confirmation letter issued by Chinese Success Media Pte Ltd. training/seminar rooms refer to those listed in the Rate Card. Please direct all correspondence to:

Chinese Success Media Pte Ltd

Blk 231 Bain Street #04-41 Bras Basah Complex

Singapore 180231

- b. Booking is made strictly between Chinese Success Media Pte Ltd and the Applicant and is not assignable or transferable by the Applicant to a third party.
- c. Chinese Success Media Pte Ltd may, in its absolute discretion, grant, refuse or withdraw its approval for use of the training/seminar rooms without giving any reason.
- d. Notwithstanding that the booking has been confirmed, Chinese Success Media Pte Ltd may, in its absolute discretion, cancel the booking by giving 3 weeks' notice in writing. In such case, Chinese Success Media Pte Ltd will refund the deposit in full and the Applicant will have no further claims against the Board in connection with such cancellation.

#### **2. TERMS OF PAYMENT**

- a. Basic rental charges payable will be computed in accordance with the current rates prescribed by Chinese Success Media Pte Ltd. Chinese Success Media Pte Ltd reserves the right to change these rates, with or without prior notice. The confirmation letter issued by Chinese Success Media Pte Ltd will serve as an invoice and there will be no further invoicing unless otherwise stated in the confirmation letter.
- b. In the event that related services are required, these will be computed separately and added to the basic rental charge.
- c. For all bookings, Chinese Success Media Pte Ltd requires an upfront payment of the rental charges to confirm the booking. Chinese Success Media Pte Ltd shall be entitled to deduct from such upfront payment in the event of any cancellation or postponement, in accordance to the terms stated in paragraph 3.
- d. The payment is subject to \$10 admin charge if the payment is only made after 9pm one day before the event.

#### **3. CANCELLATION / POSTPONEMENT OF BOOKING**

- a. Any cancellation or postponement of a confirmed booking by the Applicant must be given in writing. A cancellation fee will be levied for any cancellation or postponement of a confirmed booking in accordance to Clause 3(b) below.
- b. If the Applicant cancels or postpones or downsizes a confirmed booking for any reason whatsoever, the Applicant will have to pay Chinese Success Media Pte Ltd a cancellation fee as set out below:
- |   |                                |
|---|--------------------------------|
| i. More than 21 days' notice given          | - no penalty                   |
| ii. 8 - 21 days' notice given               | - 10% of total rental charges  |
| iii. 3 - 7 days' notice given*              | - 50% of total rental charges  |
| iv. Less than 2 working days' notice given* | - 100% of total rental charges |

\*If less than 7 days notice is given, then notice period must exclude Sunday and Public Holidays.

- c. The refund for cancellation is by cheque and self-collection only. The cheque will be ready for collection one month from the date of the written notice of cancellation by the Applicant.



**CHINESE SUCCESS MEDIA PTE LTD** UEN:200513774W

Blk 231 Bain Street #04-41, Bras Basah Complex, Singapore 180231

Tel: (65) 6334 6606 Fax: (65) 6338 1808 Email: [enquiry@csm.sg](mailto:enquiry@csm.sg)

#### **4. ROOM ARRANGEMENT**

- a. The lecture rooms will be handed over to the User in any of the following styles:
  - i. Theatre Setting - row seating
  - ii. Cluster Setting - group seating with tables
  - iii. U-shape Setting - seating arranged in U-shape
  - iv. Circle Setting - seating arranged in Circle(s)
- b. In the event that the User moves or changes the room arrangement during use, the User must restore the room to the original setting provided. A \$20 charge will be levied upon failure to do so. In any event, it is the responsibility of the User to ensure that the general cleanliness of the room is maintained after use. All waste papers must be discarded into the waste paper baskets provided.
- c. If special modifications or installations of special equipment are required, prior written consent of Chinese Success Media Pte Ltd must be sought. In the event where this is approved, all such modifications and installations carried will be at the expense and responsibility of the User and shall be carried out in a manner so as not to cause unnecessary disturbance or disruption to the activities of the other Occupiers/Users of the building. The Applicant is required to dismantle all installations immediately upon the completion of their event. A charge of \$20 per venue will be levied upon the Applicant who fails to dismantle all installations at the end of the event.
- d. The Applicant will undertake to surrender the training/seminar rooms in the same good order and condition as at the time of handover. Any damage to the premises, furniture, fitting and equipment caused by the Applicant, his agents, participants or audience shall be compensated for by the Applicant, as determined by Chinese Success Media Pte Ltd.

#### **5. USE OF THE training/seminar rooms**

- a. Applicant is to note that smoking is not permitted within the Chinese Success Media Pte Ltd premises.
- b. Applicant is to note that food and beverage are not permitted to be consumed within the Chinese Success Media Pte Ltd premises.
- c. Unless otherwise arranged, the Applicant is to fully vacate the premises by 12.30pm (morning session) or 5.30pm (afternoon or full-day session) or 10:30pm (evening session) cut-off time. A charge of \$15-\$20 per 15min will be levied upon the Applicant who fails to fully vacate the premises by the cut-off time.
- d. The Applicant shall conform to any fire and safety precautions required and shall not obstruct the passageways, emergency exits, fire hoses and extinguishers in the training/seminar rooms.
- e. Where applicable, the Applicant shall obtain from the relevant authorities all the necessary permits and licenses which are required by law in respect of the use of the training/seminar rooms. The Applicant shall also ensure that the approval by these Authorities has been duly sought and shall on demand produce documentary proof thereof to Chinese Success Media Pte Ltd. In this, the Applicant shall comply fully with the terms and conditions as stipulated by the Authorities.
- f. Chinese Success Media Pte Ltd reserves the right to refuse entry to its training/seminar rooms, any person whose presence is in the opinion of Chinese Success Media Pte Ltd, undesirable. Applicant shall be responsible for the efficient supervision, safety and security and the preservation of good order and decency in the training/seminar rooms.
- g. The Applicant shall permit Chinese Success Media Pte Ltd's authorised officers to enter the training/seminar rooms for purposes connected with the hiring at all reasonable times.



**CHINESE SUCCESS MEDIA PTE LTD** UEN:200513774W

Blk 231 Bain Street #04-41, Bras Basah Complex, Singapore 180231

Tel: (65) 6334 6606 Fax: (65) 6338 1808 Email: [enquiry@csm.sg](mailto:enquiry@csm.sg)

- h. The Applicant shall only use Chinese Success Media Pte Ltd's audio and visual reproduction or audio amplification equipment belonging to Chinese Success Media Pte Ltd and shall pay Chinese Success Media Pte Ltd the required tariff charges. The Applicant shall in no circumstances use his own equipment without prior written consent of Chinese Success Media Pte Ltd.
- i. No nails, adhesives, thumbtacks and such like materials are allowed to be used on any part of the training/seminar rooms, unless approved by Chinese Success Media Pte Ltd. If approved, the Applicant shall be liable for any damage arising out of such use. Goods, AV equipment, furniture and such like articles should be properly handled and the Applicant shall be liable for any damage to the floors or other part of the training/seminar rooms.
- j. The Applicant shall not sell or distribute or permit or suffer to be sold or distribute tickets or passes or admit or permit or suffer to be admitted a number of persons in excess of the seating capacity prescribed by Chinese Success Media Pte Ltd.
- k. No person including the Applicant's personnel shall handle the stage lighting and sound appliances or operate any other related equipment belonging to the board unless authorised by Chinese Success Media Pte Ltd

**6. INDEMNITY OF CHINESE SUCCESS MEDIA PTE LTD AND LIABILITY**

- a. Chinese Success Media Pte Ltd shall under no circumstances, make good or accept responsibility or liability arising in respect of any damage or theft or loss of any property, goods, articles or things deposited or left in the training/seminar rooms by the Applicant or any other person in one way or other connected to the Applicant.
- b. The Applicant shall indemnify and keep indemnified, Chinese Success Media Pte Ltd in full from and against all loss and damage to the training/seminar rooms and all property caused directly or indirectly by the Applicant, his employees or his contracted suppliers. Chinese Success Media Pte Ltd shall undertake repair and rectification on such damages and bill the Applicant accordingly.
- c. Chinese Success Media Pte Ltd shall not be liable for any loss due to any breakdown of machinery, failure of supply of electricity, leakage of water, fire, government restriction, act of God which may cause the training/seminar rooms to be temporarily closed, hiring interrupted or cancelled.

**7. GENERAL**

- a. The Applicant and his employees shall comply with all the terms and conditions stipulated from time to time by Chinese Success Media Pte Ltd in relation to the training/seminar rooms.
- b. Chinese Success Media Pte Ltd reserves the right to waive, add, amend or cancel any of the terms and conditions of rental without prior notice.

With effect from Jan 25, 2014