

Function Room Terms of Use

1. SCWO reserves the **right to amend** the terms of use of booking, with or without prior notice.
2. SCWO may, at its **absolute discretion**, grant, refuse or withdraw its approval for use of the rooms, **with or without any reason**.
3. **All requests for room booking(s)** must be made through the **official Booking Form**. Only the official form is acknowledged for room bookings. **All bookings are considered tentative**, and will only be confirmed upon the receipt of the **signed confirmation letter** and payment made prior to the function date(s).
4. Training room payment must be made **2-weeks** before event and can be made either by cash, cheque payable to **SCWO** or bank transfer. Please request for bank transfer details.
5. Rooms are **not guaranteed** if payment is not made in full **by the deadline**.
6. The proposal that is quoted for a booking **shall not** be set as a precedent for any other booking(s).
7. SCWO reserves the **right to make changes** to the designated room if any of the client's requirements are altered or due to SCWO events by giving at least **5 working days' notice**.
8. SCWO reserves the **right to cancel** any booking(s) by giving at least **5 working days' notice** without the need to give any reasons, but this will not be unreasonably done. In the event of cancellation by SCWO, all payments will be refunded in full, except when the cancellation is made pursuant to paragraphs 22 to 25 below.
9. SCWO reserves the right **to determine the capacity** for the Training Rooms. In no circumstances shall the Client allow Persons to occupy any Training Rooms or part thereof in numbers greater than the stipulated capacity.
10. Training room space blocked for the client will be made available for other functions outside the times specified in the signed contract, and will be allocated according to availability at the time of receipt of the booking form. Rooms will only be opened **30 minutes prior** to event and you are required to **leave the room at the stated time**.
11. **One free Parking Lot is allotted for each event.**
The car Number must be registered with SCWO prior to the event.
12. One additional car may be parked in SCWO with a charge of **\$1 / per hour**, subject to availability and **must be registered prior to the event**. For more parking information at areas around SCWO, please refer to our website: <http://www.scwo.org.sg/index.php/contact#driving>
13. Please note **all unregistered vehicles on SCWO's premises will be wheel-clamped**. Release fee is at **\$150**. Clients are responsible for informing their participants.
14. No nails, screws or drilling on the walls, doors or any structure of the premise. **No coverings allowed on glass panel of the room door.**
15. No sticking of materials with masking tape / double-sided tapes, staples on any surface of the premise. Only Blue Tack should be used.
16. The client shall be responsible for any loss or damage to SCWO's premises or property caused by the client, its employees, or any of the attendees/participants of the client's event. The client shall reimburse SCWO for the replacement cost and/or the cost of rectifying or making good any such loss or

damage, upon receiving written notification from SCWO. Further, SCWO reserves the right to ask for a damage deposit prior to the event. If a damage deposit is taken before the event, SCWO will deduct any replacement or rectification costs from the deposit and return the balance (if any) to the client.

17. Moving of heavy equipment or creative art sessions held in the function rooms should be done with proper protection. If there is any damage, the client will be responsible for it, in accordance with paragraph 17 above.
18. The client is responsible for the security of all their personal and/or valuable items. SCWO will not be liable for any loss, theft or damage to any of the client's or attendees'/participants' personal belongings.
19. The client shall be responsible for any loss, injury or damage to any of its attendees/participants, which may arise as a result of or in connection with the client's event.
20. **No equipment or materials are to be stored before or after usage of the training room. Any equipment or materials left behind will be donated to the SCWO thrift shop, New2U. We will not be liable for any losses, theft or damage.**
21. The client shall not hold any activity that is political or offensive in nature. SCWO reserves the right to cancel such bookings at any time without prior notice.
22. The client must comply with all relevant laws and regulations in the conduct of its business and must do nothing illegal in connection with its use of the training rooms. SCWO reserves the right to cancel such bookings at any time without prior notice.
23. The client must observe fire safety in accordance to [SCDF's guidelines](#). Any loss or damage suffered by SCWO as a result of the client's failure to comply will be borne by the client.
24. Any activities related to Multi-level Marketing and Pyramid Selling companies is not allowed on the premises ([Multi-level Marketing and Pyramid Selling \(Prohibition\) Act \(Chapter 190\)](#)), SCWO reserves the right to cancel such bookings at any time without prior notice.
25. Client may only use the name and address of the SCWO for the sole purpose of **indicating the location of the event**. Without **prior written approval**, the use of the SCWO title or logo, whether explicitly or implicitly, in advertisements or promotions for the event, or in any other ways or under any circumstances whatsoever is **strictly not permitted**.
26. **No loitering** permitted at the premise of SCWO except to patronize the Café and/or the thrift shop (during its operational hours).
27. The client shall ensure that the event is carried out **within the boundaries of the Training Room booked** and the **registration area of the Training Room**.
28. The client must ensure that the noise level is controlled and does not disrupt other events that may be running concurrently at the premise.
29. Cancellation of bookings must be made in writing and is effective on the same day of email sent:
 - **30 days** prior to the day of the event – **20%** cancellation charge of the anticipated total revenue.
 - **14 days** prior to the day of the event – **50%** cancellation charge of the anticipated total revenue.
 - **48 hours** prior to the day of the event – **full charge** equivalent to the anticipated total revenue.