

TERMS & CONDITIONS FOR ROOM RENTAL

All rental bookings are to be made via online or e-mail and no other form of communication will be entertained. SHRICORP reserves the right to cancel or modify at our sole discretion any bookings that have been made in breach of our Terms and Conditions or for false, fraudulent or unauthorized purposes.

TERMS & CONDITIONS FOR CANCELLATION

Cancellation of room booking must be made in writing to SHRICORP prior to the rental date:

- **15-working days and above – full refund**
- **10 to 14 working days or less – 50% of total charge**
- **10-working days or less – No refund**

TERMS & CONDITIONS FOR POSTPONEMENT

- **Postponement must be made in writing to SHRICORP at least 10 working days prior to the rental date.**
- **Postponement is subject to the availability of room. The new date must be NO later than 3 months from the initial rental date.**
- **Only ONE postponement is allowed for each rental booking.**

All rooms are arranged in classroom-style setting by default unless any other room set-up/seating arrangement has been prior requested with SHRICORP. In the event should the Client makes any modification to the room set-up/seating arrangement as provided, the Client has to restore the room set-up to its default setting after use. A penalty of SGD100 will be imposed if the Client fails to do so.

The Client shall only use audio and video media approved by Infocomm Media Development Authority (IMDA) and shall not display any form of marketing (banners or signages) in the premises except within the rented room and during the rental period.

The Client is prohibited from using the premises to hold any activity that is related to political or religious by nature. SHRICORP reserves the right to cancel such bookings without prior notice.

The Client shall indemnify and hold harmless SHRICORP and its subsidiaries, affiliates, officers, representatives and employees from and against any liability, loss, claim, dispute, demand, damage or cost (including without limitation legal fees), actions and proceedings arising out of or resulting from (1) any breach of third party intellectual property rights, (2) any warranty or representation made by its employee, contractor, agent being false or misleading, or (3) breach of any of the terms of this rental agreement or (4) any alleged or actual violations of any law, regulation or rule.

The Client shall be liable for any damage (including equipment damage) in the course of using SHRI facilities.

The Client is only allowed to use masking tape or blue tack to put up training materials/notes on the wall(s). A penalty fee of SGD150 will be imposed for any damage caused.

The Client shall ensure that the rooms are kept clean and tidy at all times and do not allow any food or drinks to be consumed in the rooms. A penalty fee of SGD150 will be imposed for any damage caused.

The Client can engage their own external caterers and has to inform SHRICORP of such arrangements upon confirmation. The Client has to ensure that their external caterers will clear the catering no later than 2 hours (maximum) after set up. For room rental on after-office hours, weekends and public holidays, the Client has to ensure that all rubbish are disposed at the Bin Centre located on the first floor (access via the service lifts at the North Lobby). A penalty of SGD100 will be imposed upon the Client if their caterer fail to clear catering and/or dispose the rubbish accordingly.

In the event of unforeseen circumstances that SHRICORP has to cancel any room reservations, every effort will be made to notify the Client of such cancellation.

An upfront deposit of 50% of the total rental charges for any booking of 4 days or more is required to confirm such bookings. Payments must be received at least 14 working days before date of use and payable **via Telegraphic Transfer, Cheque, UOB, Amex or Visa credit cards.**

Note: 3.09% administration fees applicable for payment by credit card.