

Meeting/Function Room Booking Form

Please complete all information requested below.

Part I: Particulars of Applicant

Name of Applicant (Individuals/ Business Organisations/ Corporate Entities):

Billing Address: _____

Name of Contact Person (where the Applicant is a Business Organisation or Corporate Entity):

Office Phone: _____ Mobile Phone: _____

Email: _____

Part II: Booking Details

Purpose of booking: Meeting / Event*

Title of meeting/event: _____

Date of booking ("Event Date"): _____

Time of booking: _____ hrs ("Start Time") to _____ hrs ("End Time")

Estimated number of attendees _____ Food Catering? Yes / No*

Room (capacity)	Utilisation Fees (Rate per hour)	Please tick (✓) selected room	No. of hours required	Total Utilisation Fees (with GST)
Southampton (50 pax) <i>(Boardroom style)</i>	\$100.00 (w/o GST) \$107.00 (with GST)			
Sunderland (25 pax) <i>(Boardroom style)</i>	\$75.00 (w/o GST) \$80.25 (with GST)			
Catalina (25 pax) <i>(Boardroom style)</i>	\$75.00 (w/o GST) \$80.25 (with GST)			
Astra Room 1 and 2 (80 pax) <i>(Combination of 2 multi-purpose rooms with removable wall partitions)</i>	\$160.00 (w/o GST) \$171.20 (with GST)			
Astra Room 1 or Astra Room 2 (40 pax) <i>(Multi-purpose room that can be configured to meeting, seminar or classroom style)</i>	\$80.00 (w/o GST) \$85.60 (with GST)			

* Please delete where appropriate

Notes:

1. *Minimum booking of one (1) hour is required for all rooms.*
2. *All rooms come with multimedia projector with HDMI input cables and screen.*

Terms and Conditions

By submitting this booking form (the “**Form**”) to Changi Airport Group (Singapore) Pte Ltd (“**CAG**”) to apply for the use of the relevant room(s) at Singapore Seletar Airport (the “**Airport**”) (as indicated above), you (the “**Applicant**”) are deemed to have read, accepted and agreed to be bound by these terms and conditions (as may be amended or modified from time to time) (“**T&Cs**”).

1. The Applicant’s booking under this Form is subject to CAG’s approval. CAG will inform the Applicant of the outcome within three (3) working days of the date of submission of this Form.
2. If the Applicant’s booking is successful, he may occupy and use the selected room(s) (as indicated above) (the “**Selected Room(s)**”) on an “as is where is” basis for the Event Date and timing (as indicated above) for the purpose of conducting meetings, seminars and/or conferences only (“**Permitted Use**”).
3. The Applicant shall pay CAG for this booking, without any set-off, counterclaim, deduction or withholding, in the following manner:
 - a. For CAG-tenants – cheque or bank transfer (CAG will issue to the Applicant an invoice with 30 days credit terms)
 - b. For non-CAG tenants – credit card (please make payment via MerchantSuite **prior** to the Event Date)
4. All sums payable in respect of this booking, unless otherwise stated, are exclusive of goods and services tax (“**GST**”). Any GST charged on goods and services supplied under this booking shall be borne and paid for by the Applicant.
5. Without prejudice to the rights, powers and remedies of CAG at law, the Applicant shall pay to CAG interest at a rate of 8% per annum (or as may be varied from time to time) on any monies due but unpaid by the Applicant to CAG (whether or not formal demand has been made). Such interest is to be computed on a daily basis from the due date for payment of the monies in respect of which the interest is chargeable until payment of such monies in full (before as well as after judgment) is received by CAG. CAG reserves the right to revise the interest rate from time to time in accordance with the prevailing market conditions.
6. The Applicant shall ensure that all necessary approvals, permits, licences or other consents (“**Approvals**”) from all relevant authorities for the activities conducted in the Selected Room(s) have been obtained and that all such Approvals shall be maintained during the duration of the use of the Selected Room(s), and the Applicant shall at all times fully comply with all terms and requirements of such Approvals.
7. The Applicant shall at all times observe and comply with all laws and statutes now or hereafter in force and any orders, rules, regulations and notices thereunder pertaining to the Selected Room(s), the activities conducted in the Selected Room(s) and/or the use of the Selected Room(s), and shall ensure that the Applicant’s employees and other persons authorised by the Applicant to use the Selected Room(s), observe and comply with the same.
8. The Applicant shall at all times observe and comply with all the rules, regulations and directions which CAG may make from time to time for the management and administration of the Airport and the Selected Room(s), and shall ensure that the Applicant’s employees and other persons authorised by the Applicant to use the Selected Room(s) observe and conform to all such rules, regulations and directions.

9. The Applicant shall keep and shall ensure that its employees, agents and contractors keep the Selected Room(s) safe, secure, tidy, clear of rubbish and clean and in a good and presentable condition.
10. The Applicant shall not assign, transfer, mortgage, charge, sublet, grant any license in respect of, part with or share the possession or occupation of, or otherwise dispose of, the Selected Room(s) or any part thereof.
11. The Applicant shall not, and shall ensure that its employees, agents and contractors do not, do anything at the Selected Room(s) which may be or become a nuisance, annoyance, inconvenience or disturbance to CAG or to any of CAG's other tenants or occupiers of any adjoining or neighbouring premises or visitors to the Airport.
12. Any payment made for the booking may be refunded provided that the booking is cancelled at least two (2) working days in advance of the Event Date. For cancellation of booking, please email "koo.seelian@changiairport.com" or "hurul.ain.ibrahim@changiairport.com".
13. CAG reserves the right, at its sole discretion, to cancel this booking at any time for any reason. Should a confirmed booking be cancelled by CAG for any reason, a full refund will be made to the Applicant.
14. Any refund under this Form may take up to 4 weeks from the date of cancellation to be processed. All refunds would be made via the same payment mode or currency and/or refunded to the credit card account(s) that was used when payment for this booking was made.
15. Save for the refund that may be made under Clauses 13 or 14, CAG shall not be liable to the Applicant, its employees, agent, licensees, contractors or invitees nor shall the Applicant have any claim against CAG in respect of:-
 - a. any failure or inability of or delay by CAG in the fulfillment of any of its obligations under this booking or any interruption in any of the services hereinbefore mentioned by reason of the repair or maintenance of any installations or apparatus or damage thereto or destruction thereof by fire, water, riot, act of God or other causes beyond CAG's control or by reasons of mechanical or other defect or break-down or other inclement conditions or shortage of manpower, fuel materials, electricity or water or by reason of labour dispute;
 - b. any act, omission, default, misconduct or negligence of any employee, independent contractor or agent of CAG; and/or
 - c. any damage, injury, death or loss arising out of the leakage of the piping wiring and/or sprinkler system in the Selected Room(s) and/or the Airport and/or any defect in the Selected Room(s) and/or the Airport.
16. Save for the refund that may be made under Clauses 13 or 14, CAG shall be under no liability either to the Applicant, its employees, agents, contractors, licensees or invitees who may be permitted to enter or use the Airport or the Selected Room(s) or any part thereof for accidents happening or injuries sustained (fatal or otherwise) or for loss of or damage to property goods or chattels in the Selected Room(s), the Airport or in any part thereof whether arising from the negligence of CAG or CAG's employees, servants, contractors and/or agents.
17. The Applicant shall indemnify and hold harmless CAG, its employees, agents and contractors at all times against any proceedings, liabilities, actions, claims, demands, losses, damages, costs, charges and expenses of any kind for which CAG suffers or incurs, or may suffer or incur, or becomes liable for or may

become liable for in respect of and to the extent that they arise directly or indirectly from or in connection with:-

- a. the negligent use, misuse, waste or abuse by the Applicant or any employee, agent, licensee, contractor, invitee or any other person claiming through or under the Applicant of the water, electricity, lighting or other services, facilities and appurtenances of the Selected Room(s) and of the Airport;
- b. overflow or leakage of water (including running water / wastewater or used water) in or from the Selected Room(s), but having originated from within the Selected Room(s) or caused or contributed to by any act or omission of the Applicant or the Applicant's employees, agents, licensees, contractors, invitees or other persons aforesaid;
- c. loss, damage, injury or death to property or persons howsoever caused or contributed to by the Applicant's use or occupation of the Selected Room(s), or by any act, omission, negligence, breach or default of the Applicant or any employee, agent, licensee, contractor or invitee of the Applicant;
- d. the Applicant's failure to comply with any of its obligations under these T&Cs.

18. The Applicant shall arrange for collection and return of keys within the timings indicated below:

Collection of Key	Up to 15 mins prior to the Start Time
Return of Key	Within 15 mins after the End Time

Keys have to be collected from and returned to CAG office located at the Airport, #02-01.

19. For the avoidance of doubt, CAG does not provide technical support for the equipment in the Selected Room(s) which are supplied by CAG (the "Equipment").
20. The Applicant shall be responsible for the set-up and cleaning of the Selected Room(s). The Applicant shall, upon the End Time, (i) vacate and reinstate the Selected Room(s), and return the Equipment, in the state and condition it was in when the Selected Room(s) and the Equipment were handover over to the Applicant; and (ii) remove all property brought into the Selected Room(s) by the Applicant, its employees, contractors and/or agents. If the Applicant fails to reinstate the Selected Room(s) as aforesaid or if the Selected Room(s) is/ are found to be returned in an unsatisfactory condition or in default of such removal, CAG may reinstate the same (including arranging for cleaning, repair and removal) and CAG shall be entitled to recover from the Applicant all costs incurred in such reinstatement (including the cost incurred in engaging a third party's cleaning services, replacing and/or repairing missing or damaged Equipment) plus an administrative charge which shall be 15% of the total cost of reinstatement. In this connection, a certificate of CAG as to the amount of the reinstatement costs shall be final, conclusive and binding on the Applicant.
21. CAG reserves the right to remove the Applicant's property or other items brought onto or found in the Selected Room(s) after the End Time, without being liable for loss of or damage to the said merchandise, property or item. All costs and expenses of the removal shall be paid by the Applicant to CAG upon notification of the same. Such notification shall be final and conclusive of the sum so payable. CAG shall further be entitled to dispose of such property and/or items by way of sale, whether at reasonable value or otherwise, and shall be entitled to apply the proceeds of such sale toward any sums owing to CAG by the Applicant under this booking.

22. These T&Cs shall be governed by the laws of Singapore and the parties hereby agree to submit to the exclusive jurisdiction of the courts of Singapore.
23. CAG reserves the right to amend, modify or revise these T&Cs (including the cancellation and refund policies), at its sole discretion from time to time. The updated T&Cs shall be posted on www.seletarairport.com and shall take effect on the date of such posting, superseding the earlier version of the T&Cs (regardless whether the Selected Room(s) have been used or not). It is the Applicant's responsibility to check www.seletarairport.com periodically for changes to the T&Cs. If the Applicant does not consent to such amendments or modifications, the Applicant shall not use the Selected Room(s). If, following such amendments or modifications, the Applicant nevertheless uses the Selected Room(s), the Applicant shall be deemed to have irrevocably consented to such amendments or modifications and agreed to be bound by them.
24. Each of the provisions of these T&Cs are severable from the other provisions. If any such provision or part thereof is or becomes invalid, unenforceable or illegal in any respect, such provision or part thereof, shall, to that extent that such provision is invalid, be deemed not to form part of these T&Cs, but the validity, enforceability or legality of the remaining provisions shall not in any way be affected or impaired thereby.

We, _____ [insert Applicant's name], acknowledge that we have read, understood and accept the terms and conditions as set out above.

(where the Applicant is an individual)

(where the Applicant is a business organization or corporate entity)

Signature: _____

Signature: _____

Signed for and on behalf of

[insert Applicant's name]

Name of authorised signatory: _____

Designation: _____

Date: _____

Date: _____