



Rental of Training Rooms @ SuChi Success Initiatives Pte Ltd

Application Form

1. Particulars of Applicant

Name of Applicant		NRIC No	
Address		Tel No Handphone No Fax Email Address	
Name of Organisation/Company (Billing Name)		Business/Organisation Reg No	
Address (Billing Address)		Tel No Fax E-mail Address	

2. Details of Rental Booking

Name of Room	SuChi Success Training Room	Date(s) and Time Required	
No of Participants		Facilities Required	
Purpose & Title of Event :			

I agree to abide by the attached Terms & Conditions governing the use of all facilities.

Name & Signature of Applicant

Official Stamp

Date :

Rental Agreement

By SuChi Success Initiatives Pte Ltd (Reg No: 200509989N)

57 Ubi Avenue 1, Ubi Centre, #04-07, Singapore 408936 Tel: 6842 8160



3. For Official Use

Your application is *rejected/confirmed with the following arrangements :			
Training Room	Rental Rate	\$	
Equipment	Rental Rate	\$	
	Total	\$	\$
<p>Received *Cash/Cheque No. _____ on _____</p> <p>(Date), Receipt No. _____</p> <p>Remarks (if any):</p>			

Name of Officer In Charge

Signature
Date :



Rental of Training Room(s) @ SuChi Success Initiatives Pte Ltd

Terms & Conditions

Application

- a. Bookings are to be made on prescribed application forms at least 14 days in advance. Please call our office at 6842 8160 immediately for Urgent Bookings. Urgent Booking Fees applies.
- b. SuChi Success Initiatives Pte Ltd reserves the right to reject the booking. Bookings subject to availability on a first-come-first-served basis.
- c. Facilities are considered booked for the period required only when 30% deposit payment is made or when full payment have been completely made.
- d. The rental is not transferable.
- e. The applicant must produce the application form and identity card to the officer on duty on the day of booking.
- f. No changes may be made to the date and duration once booking is confirmed.

Payment

- a. Full payment must be made one week before booking date for the rental to be confirmed.
- b. Payment by cash or a crossed cheque made payable to “SuChi Success Initiatives Pte Ltd” can be made at SuChi Success Training Centre, 57 Ubi Avenue 1, Ubi Centre, #04-07, Singapore 408936 during weekdays from 9am to 5pm or Sat from 9am to 1pm.
- c. Alternatively, a crossed cheque made payable to “SuChi Success Initiatives Pte Ltd” can be mailed to the above address.
- d. Refund of rental will not be made unless SuChi Success Initiatives Pte Ltd withdraws the booking.

Cancellation

- a. No cancellation or refunds will be made after payment.
- b. Postponement will be on a case-by-case basis.

Cleanliness & Logistics

- a. Keep the training room clean and tidy during and after the event.
- b. Inform SuChi Success Initiatives Pte Ltd of your technical and logistic requirements at the time of booking and please ensure your equipments are properly set up and

Rental Agreement



removed. SuChi Success Initiatives Pte Ltd would dispose of any equipment and props left behind after the rental period and will not be held responsible for safe keeping of those items.

- c. Switch off all lights and air-cons after every session.
- d. DO NOT smoke within the premises.

Loss of Personal Property/Damage/Injury

While on SuChi Success Initiatives Pte Ltd's premises, please:

- a. Ensure good behaviour to avoid injury;
- b. Ensure proper keep of your property and rental equipments to avoid loss or damage;
- c. No naked fire/flame shall be allowed;
- d. No electrical equipment using SuChi Success Initiatives Pte Ltd's electric supply shall be used without prior approval;
- e. Do not use any screws, nails or paints on the walls, floors or ceilings;
- f. Do not put up any banners, posters or advertising materials without prior permission; and
- g. Do not drag any heavy items on the floor that would damage the carpets and/or flooring.

Food & Beverages

The following terms applies:

- a. Provision of Food and Beverages for the event shall be discussed with SuChi Success Initiatives Pte Ltd.
- b. Please request for a separate prevailing Rates & Menu from the Officer-in- Charge.

Rights of Facility Provider

- a. The Applicant and/or its participating users will indemnify and will not hold SuChi Success Initiatives Pte Ltd, its subsidiary companies, its directors and/or all of its staff, responsible for any legal suits that the above-mentioned may suffer as a result of the use of this service; for any injury [including death]; damages or loss in relation to the use of the facilities.
- b. SuChi Success Initiatives Pte Ltd reserves the right To Claim from the applicant and/or participating users on any loss or damage to any equipments, facilities and/or property belonging to SuChi Success Initiatives Pte Ltd.



- c. SuChi Success Initiatives Pte Ltd reserves the right to change, amend and/or remove any part/s in the Terms and Conditions and other policies and procedures it deems fit, without prior written or verbal permission of applicant/s; partners or other agencies related to this service.
- d. By signing on the Application Form, the applicant agrees to abide and be bounded by the Terms & Conditions stated herein; and make the required payment/s to effect the process of this service.

Miscellaneous

- a. Only authorized activities shall be conducted.
- b. The allocated facility is subject to surprise checks by authorized officers of SuChi Success Initiatives Pte Ltd.
- c. Users violating any of these guidelines may be barred from making any further booking.
- d. The Applicant shall be responsible to apply for 3rd Party Public Insurance for their participants to cover against any mishap or accidents during the events held at this venue.
- e. For enquiries, please call SuChi Success Initiatives Pte Ltd at 68428160.