

## Terms & Conditions – GUC x TCG

(3-months Pilot Phase: 21 Oct 2022 – 21 Jan 2023)

### 1. Booking of Facilities

- All bookings should be made at least **5 working days in advance** before usage of space. Confirmation of bookings are subject to availability.
- A maximum allowance of **1 hour is given** before/after the event for the purpose of set up and tear down. The user can decide to use the 1 hour before the event, after the event, or split the 1 hour for usage before and after the event.
- TCG reserves the right to refuse entry or evict anybody from its premises if they are found to be engaged in activities not approved by TCG, or engaged in conduct deemed unacceptable by TCG.
- No noisy or rowdy activities should take place. Users that persist in doing so, despite repeated requests, may be asked to leave and no refund will be given.

### 2. Terms of Payment

- Booking of rooms will only be confirmed upon receiving full payment.
- Payment methods available:
  - (a) Bank Transfer  
Account Name: The Common Good (TCG)  
Account No.: OCBC Current 601258510001
  - (b) PayNow  
UEN 53412117M
- TCG reserves the right to cancel the booking if payment is not received.

### 3. Cancellation & Refund

- In case of last-minute cancellations, please inform Steffi as soon as possible at 9113 5980 (WhatsApp) or email [info.thecommongoodsg@gmail.com](mailto:info.thecommongoodsg@gmail.com).
- Cancellations will have to be informed at least 72 hours before the booking for eligibility of either a refund or selecting an alternative date.
- No refund will be made for cancellations received within 72 hours from the booking.

#### **4. Liability & Indemnity of NVPC**

- TCG reserves the right to amend the terms and conditions of booking, with or without prior notice.
- TCG may, at its absolute discretion, grant, refuse or withdraw its approval for use of the rooms, with or without any reason.
- TCG shall not be responsible for any damage, injury, loss of property or loss of life which may be sustained at its premises.
- TCG shall not be liable for any loss due to any breakdown or unavailability of equipment, failure of supply of electricity, leakage of water, fire, Government restriction, act of terrorism, act of God, interruption or cancellation of supplies which may cause TGC facilities to be temporarily closed.

#### **5. Liability & Responsibility of Users**

- The users shall only use the designated meeting/event room(s) and adhere strictly to the specified time of usage.
- The user shall keep the place clean and tidy throughout the duration of usage and ensure the furniture, equipment and other items within the space are returned to its original state after use.
- The user shall exercise due care in the use of space and comply with any directions of TCG relating to use of the space which may be given from time to time.
- The users shall be liable for any damage resulting in the course of using the room facilities and training equipment.

#### **6. Basic Housekeeping Responsibilities for Users**

- Switch off all lights and air-conditioning when leaving the space.
- Catering of F&B is allowed. Disposal of food/ food packaging must be cleared and removed by the user from TCG premise after the event and brought down to Level 1.
- No smoking allowed within the TCG premise.

*Note: These terms and conditions are subject to changes without prior notice.*