



**APPLICATION FORM  
FOR THE USE OF imPact@HONG LIM GREEN'S FACILITIES**

20 Upper Pickering Street Singapore 058284  
Tel: 6786 0016  
Email: [imPactHLG@pa.gov.sg](mailto:imPactHLG@pa.gov.sg)

**NOTES**

1. Before completing this application form, please read the Rules and Regulations governing the Application and use of imPact@Hong Lim Green's facilities.
2. All applications are subject to management's approval and the decision made is final.

**PARTICULARS OF APPLICANT (ORGANISATION/INDIVIDUAL)**

<p><b>Name of Organisation / Individual Applicant:</b></p>   <p><b>Name &amp; Designation of Person-In-Charge:</b> (Only applicable if booking is for organisation)</p>   <p><b>Address *(Organisation/Home):</b></p>	<p><b>Contact Details:</b></p> <p>Office:</p> <p>Mobile:</p> <p>Email:</p>   <p><b>Groundup Central Membership Number:</b></p> <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> </tr> </table>										

**EVENT DETAILS**

**Name of Event:**  
**Ticket price (if any):**  
**Number of expected Participants:**

**Brief Description of Event (E.g. Purpose of Event, Type of Activities etc):**

**BOOKING INFORMATION**

**Location(s) –**

<input type="checkbox"/> The Bliss	<input type="checkbox"/> The White Canvas
<input type="checkbox"/> The Zen	<input type="checkbox"/> The BeeHive
<input type="checkbox"/> The Bliss and The Zen	

**Period of Usage (Saturdays between 12-6pm) –**

Dates Required	Time Required (From)	Time Required (To)	Rehearsal/Performance/Others/ Setup/ Teardown ( <i>pls specify</i> )

**CANCELLATION POLICY**

In the event of cancellation, the following penalty will apply –

- More than 2 weeks from event date: 50% of the payment will be refunded
- Less than 2 weeks from event date: No payment will be refunded

If the booking is cancelled by imPAct@Hong Lim Green Management Team, 100% of the payment will be refunded.

**MODE OF PAYMENT****1. Credit Card/Debit Card/NETS**

- Payment can only be done at imPAct@Hong Lim Green. Appointment must be made with the Facilities Manager **5 working days in advance** before heading over

**2. GIRO**

- Account Name: People's Association
- Account Number: **501-025852-001**  
Swift BIC Code **OCBCSGSGXXX**

**ACKNOWLEDGEMENT**

I declare that the above particulars are correct and I have read the Rules and Regulations and agree to abide by the Rules and Regulations governing the application and use of the imPAct@Hong Lim Green's facilities.

\_\_\_\_\_  
Name of Applicant

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Official Stamp

**FOR OFFICIAL USE**

Date form received

Approved / Not Approved

For imPAct@Hong Lim Green Finance Team:

Payment made via

Credit Card / Debit Card / NETS / GIRO

Certification:

\_\_\_\_\_  
Signature/Name/Date

Confirmation of Booking in System

Yes / No

\_\_\_\_\_  
Signature/Name/Date

## RULES AND REGULATIONS

1. All completed application form to be submitted at least 3 weeks in advance before the event to imPAct@Hong Lim Green.
2. Full payment via GIRO or Credit Card/Debit Card/NETS must be made to confirm the event. Failure to do so will lead to a cancellation of the booking.
3. Withdrawal of application shall be made in writing at least 2 weeks from the event date. Otherwise, the payment will be forfeited.
4. There will be no refund of any charges paid if booking is cancelled less than 2 weeks from the event date, except where the booking is cancelled by imPAct@Hong Lim Green or its authorised personnel.
5. The facility can only be used for the purpose as stated in the application form. Please note that the following list of activities are not permitted at imPAct@Hong Lim Green –
  - a. Religious activities
  - b. Political activities
  - c. Multi-level marketing activities
  - d. Finance-related activities (i.e. workshops on loan, credit cards)
  - e. Real estate-related activities (i.e. property launches and seminars)
  - f. Activities involving preparation of food and beverages if hirer does not meet NEA requirements for food handlers
  - g. Activities that create nuisance or inconvenience to imPAct
  - h. Activities that are deemed undesirable for the reputation of imPAct

Where the activity concerned does not appear to fall under any of the above categories, the Management has final discretion to approve/disapprove the hiring request for the interest of the members of public.

6. The booking is strictly non-transferable upon confirmation.
7. The official receipt of booking must be produced at the appointed imPAct@Hong Lim Green Facilities Manager's request, before setting-up for the event.
8. Applicant is to submit layout and decoration plans for events with more than 500 people to imPAct@Hong Lim Green, at least 2 weeks before the event for approval.
9. Use of facility is to end by stated time, failing which the necessary charges will apply. imPAct@Hong Lim Green Management will not entertain any correspondence and appeal on the matter.
10. The applicant is responsible for any damages to the facilities during the use. The cost of repairs will be undertaken by the applicant and must be settled within one week of notification.
11. No smoking and littering in the compound is allowed. Please assist to keep the area clean.
12. Orderliness and good conduct are to be maintained at all times
13. Unless otherwise approved, the sale of any merchandise within the premise is strictly prohibited. The applicant selling merchandise is required to sign an undertaking to indemnify imPAct@Hong Lim Green against any third-party claim as a result of an infringement of intellectual property rights and any liabilities arising from the conduct of his/her commercial activities.
14. The applicant is not to solicit business, display or distribute advertising materials within the premises of imPAct@Hong Lim Green without the Management Committee's prior written consent.
15. Where the use of the facility warrant licenses such as an Entertainment Permit from the Public Entertainment Licensing Unit, applicant is to obtain the necessary licenses before the application can be considered/approved.
16. The applicant shall be responsible to apply for any required licenses, permits and authorisations, and copyright permissions from relevant authorities.
17. Removal of furniture, equipment or other fittings from imPAct@Hong Lim Green is strictly prohibited.
18. Incomplete or inaccurate users violating any of the above conditions may render themselves to:
  - a. eviction from imPAct@Hong Lim Green
  - b. being prohibited from using imPAct@Hong Lim Green's facilities in the future
19. imPAct@Hong Lim Green Management shall not be held responsible for any damage, loss of property, injury or death in the course of the facility usage at imPAct@Hong Lim Green.
20. imPAct@Hong Lim Green Management reserves the right to approve or reject the application and amend the Rules and Regulations from time to time without assigning any reason.
21. imPAct@Hong Lim Green Management reserves the right to revoke application at any time if any declaration on the form is incorrect.

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## DECLARATION

I have read the Rules and Regulations governing the use of imPAct@Hong Lim Green's facilities and hereby agree to abide by them.

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Signature of Applicant/Date

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Official Stamp of Organisation

**FACILITY BOOKING CHARGES**

<b>Seminar Room</b>		
<b>Hourly Rate (includes GST)</b>		
	<b>Public</b>	<b>Affiliates / Passion Card Member</b>
<b>The BeeHive (42sqm)</b>	\$75.00	\$52.50
→ Booking is based on minimum 2-hour blocks		
<b>Studio 1</b>		
<b>Hourly Rate (includes GST)</b>		
	<b>Public</b>	<b>Affiliates / Passion Card Member</b>
<b>The Bliss (120sqm)</b>	\$60.00	\$42.00
<b>Studio 2</b>		
<b>Hourly Rate (includes GST)</b>		
	<b>Public</b>	<b>Affiliates / Passion Card Member</b>
<b>The Zen (62sqm)</b>	\$32.00	\$22.40
<b>Studio 1 &amp; 2</b>		
<b>Hourly Rate (includes GST)</b>		
	<b>Public</b>	<b>Affiliates / Passion Card Member</b>
<b>The Bliss &amp; The Zen (182qm)</b>	\$90.00	\$63.00
<b>Outdoor Sheltered Stage</b>		
<b>Hourly Rate (includes GST)</b>		
	<b>Public</b>	<b>Affiliates / Passion Card Member</b>
<b>The White Canvas (558.7sqm)</b>	\$130.00	\$91.00
	(Minimum 4 hours booking)	(Minimum 4 hours booking)
	\$117.00	\$81.90
	(Minimum 8 hours booking)	(Minimum 8 hours booking)
	\$107.00	\$74.90
	(Every additional hour)	(Every additional hour)
<b>Cleaning Fees</b>		
<b>Additional Charges (includes GST)</b>		
	Weekday	\$9.63 per hour / per cleaner
	Weekend	\$16.05 per hour / per cleaner