

NVPC Space Booking Form

(For Ground-Up Group Bookings only)

BOOKING DETAILS			
Room	<input type="checkbox"/> MPH 1 <input type="checkbox"/> MPH 2	Time Slot	<input type="checkbox"/> Friday: 6-10pm <input type="checkbox"/> Saturday: 9am-1pm <input type="checkbox"/> Saturday: 1-5pm
No. of Participants		Date	
Purpose of Event		Est. Time of Arrival	
Any Food & Beverage served? Please elaborate if yes.		Est. Time of Leaving	
APPLICANT'S DETAILS			
Contact Person		Mobile	
Designation		Email	
Organisation Name		GU Membership Number	
ACKNOWLEDGEMENT			
<p>I acknowledge that I have read all the Terms and Conditions as stated in this Booking Form and will abide by all terms and conditions.</p>			
_____	_____	_____	
Name	Signature	Date	
FOR OFFICIAL USE			
Room(s) allocated	_____		
Payment Date:	_____	Payment Amount:	\$ _____
Donation Receipt No:	_____		
_____	_____	_____	
Name of Approver	Signature of Approver	Date of Approval	

Terms & Conditions for Usage of NVPC Spaces

1. Booking of Facilities

- All bookings should be made at least **5 working days in advance** before meeting/event.
- Bookings can be made only in 4-hour slots. Should your event last for more than 4 hours, please book the rooms for another 4-hour slot.
- A maximum allowance of **1 hour is given** before the event/meeting for the purpose of set up and registration. This is subject to availability, depending on whether there is an event happening in the same room before yours.
- A maximum allowance of **30 minutes is given** after the event/meeting for the purpose of packing. This is subject to availability, depending on whether there is an event happening in the same room after yours.
- Only bookings for non-political and non-religious activities will be considered.
- Facilities can only be used for the purposes stated. NVPC reserves the right to refuse entry or evict anybody from its premises if they are found to be engaged in activities not approved by NVPC, or engaged in conduct deemed unacceptable by NVPC.
- No noisy or rowdy activities should take place because *The Giving Place* is also a working office. Users that persist in doing so, despite repeated requests, may be asked to leave and no refund will be given.
- If the event is organised in partnership with other parties, the names and details of other parties involved must be disclosed at the time of booking.

2. Terms of Payment

- Booking of rooms will only be confirmed upon receiving full payment via donation to NVPC on Giving.sg platform **within 2 working days**.
- NVPC reserves the right to cancel the booking if payment is not received.

3. Cancellation & Refund

- No refund will be made for cancellations.
- In case of last-minute cancellations, please inform us as soon as possible at groundups@nvpc.org.sg.

4. Liability & Indemnity of NVPC

- NVPC reserves the right to amend the terms and conditions of booking, with or without prior notice.
- NVPC may, at its absolute discretion, grant, refuse or withdraw its approval for use of the rooms, with or without any reason.
- NVPC shall not be responsible for any damage, injury, loss of property or loss of life which may be sustained at its premises.

- NVPC 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 NVPC facilities to be temporarily closed.

5. Liability & Responsibility of Users

- NVPC staff will have to come back to or stay behind in the office to support your meeting/event. As such, **please indicate the time you plan to arrive and leave NVPC, and do let us know if there are any changes to the timings.**
- The users shall only use the designated meeting/event room(s) and adhere strictly to the specified time of usage.
- Setting up is solely the responsibility of the user. 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 NVPC relating to use of the space which may be given from time to time.
- NVPC does not provide any stationery, photocopying and printing services.
- The users shall be liable for any damage resulting in the course of using the room facilities and training equipment.
- NVPC pantry is not open for users, except for the purpose of simple washing.
- The users may only use the name and address of the NVPC for the sole purpose of indicating the location of the event. Without prior written approval, the users are not permitted to use the NVPC title or logo, whether explicitly or implicitly, in advertisements or promotions for the event, or in any other ways or under any circumstances whatsoever.

6. Directional Signage

- The user may use the directional signage, within the premises of NVPC and at its designated position. No directional signage is allowed in other areas of The Central.

7. Food & Beverage

- No catering of F&B is allowed at the current moment. Light snacks and refreshments are allowed.
- Consumption of F&B is not permitted within the meeting room(s) to prevent pests and unpleasant odour. Users may consume F&B outside the meeting room(s).
- Disposal of food/ food packaging must be cleared and removed by the user from NVPC premise after the event.

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