

## TERMS AND CONDITIONS

## Annex 1

### 1. USE OF OPEN SPACE / VOID DECK COMMON PROPERTY

- 1.1 The applicant shall use the void deck/link building/open space managed by the Town Council for the specific purpose applied for only and within the period permitted (subject to a payment for use and deposit at the prevailing rates determined by the Town Council).
- 1.2 The refund of the deposit paid for the permit will be subject to compliance with all the conditions stated herein to all claims by the Council for damaged or destroyed fittings/fixtures. In the event of the deposit being insufficient to meet the Council's claims, the applicant shall compensate and pay to the Council the difference between the said deposit and the amount so claimed by the Council. The said deposit shall be forfeited if any of the conditions are not complied with and/or if any false/wrong information has been stated in the application form.
- 1.3 The Town Council, in its absolute, discretion reserves the right to forfeit the deposit collected should the Town Council receive complaints or from the police feedback on nuisance created.
- 1.4 The applicant shall be solely responsible and shall pay all necessary expenses incurred for any loss or damage to the properties managed by the Town Council at the said site, its surroundings and/or adjacent building as a consequence of the granting of this permit.
- 1.5 The applicant shall keep the Town Council indemnified against all actions, claims and demands that may be lawfully brought or made against the Town Council by any person or persons on account of or attributable to the use of the said site.
- 1.6 The applicant shall ensure that the cleanliness of the site and its surroundings is maintained throughout the whole period of use and shall make good all damage at the location arising from its use.
- 1.7 No excessive noise or other activities is to be created that will become a source of nuisance or annoyance to the residents. Use of amplifier equipment must be fitted with a noise reduction unit approved by PSB.
- 1.8 Live Band, Singing sessions are not allowed.
- 1.9 Electricity and water may be obtained from the Town Council's supply. The use of the Town Council's electricity is subject to the condition that there shall be no overloading of the Town Council's electricity supply. In all cases, the loading capacity for lighting purpose shall not exceed 15 amperes. Where necessary, a generator is to be used which must be placed away from residential block.
- 1.10 All electrical wiring works shall be carried out by a licensed contractor and shall comply strictly with the regulations of the relevant authorities which require provision of ELCB (Earth Leakage Circuit Breaker). Temporary wiring running across common areas shall not pose a danger to members of the public.
- 1.11 The Council reserves the right to impose a charge should there be any tripping of the electrical supply caused either through the failure of the applicant to provide an ELCB, use of defective appliances, overloading or other causes.
- 1.12 Display of banner and other signages is subject to the approval of the Building Control Authority (BCA).
- 1.13 This Permit is granted subject to the applicant obtaining the necessary permits and licenses from all relevant authorities including, but not limited to, the Public Entertaining Licensing Unit, CID and Police, and complying with their terms and conditions.
- 1.14 The applicant must be a resident of the property under the management of the Town Council and this permit is non-transferable and non-assignable.
- 1.15 All applicants are advised to obtain food from food caterers licensed by the Ministry of Environment and Water Resources (MEWR). The applicant shall ensure that there is no hawking within the site allocated to him.
- 1.16 The use of void deck/open space for the sole purpose of cooking or preparing food is prohibited.
- 1.17 No Public Address System is allowed for funeral wakes/rites.

- 1.18 Kuda Kepang activity is not allowed.
- 1.19 All items shall be placed within the approved space allocated in this permit.
- 1.20 The applicant shall remind his invited guests to park their vehicles at designated car parks.
- 1.21 Applicants are reminded that Public Gaming is an offence under Section 8(2) of the Common Gaming House Act, Chapter 49 *said* it is liable to a fine not exceeding \$5000/- or to imprisonment for a term not exceeding 6 months or to both.
- 1.22 Burning of paper effigies on the concrete floor, car park or any common property and open spaces within the HDB estate is prohibited. To avoid complaints of ash, smoke and fire risk, burning of incense paper/paper effigies is to be confined in appropriate burners.
- 1.23 A daily penalty shall be imposed should the void deck/open space be used for periods longer than the approved period. The same penalty shall be applied if the Wayang/Puppet/Variety Show staging, refuse or other materials are not cleared to the satisfaction of the Town Council's officers after the approved period.
- 1.24 The Town Council, in its absolute discretion, reserves the right to reject any application and revoke/vary any permit granted. The Town Council shall not be liable for any damages arising from the rejection of the application or revocation/variation of the permit.
- 1.25 The Town Council shall not be liable for any damage to any equipment which the applicant may bring upon the site (whether or not caused by the default of the Town Council or its servants or agents or independent contractors).

### 2. ADDITIONAL TERMS AND CONDITIONS FOR USE OF VOID DECK/LINK BUILDING

- 2.1 The applicant shall ensure that no obstruction is caused to the lift entrances, letter boxes, common facilities and to members of the public.
- 2.2 The applicant shall ensure that all washing are confined within the designated wash area. It is an offence under the Pollution Control Drainage Act to discharge waste and sullage water into the open drains and open area.
- 2.3 Provision of tentage shall not be more than 13 square metre (12ft x 12ft) and not higher than 2.4metre.
- 2.4 The applicant shall ensure that activities carried out must be within the void deck/link building applied for.
- 2.5 In the event of unforeseen circumstances, the Town Council reserves the right to request the applicant to use another void deck/link building or site and shall not be liable for any expenses arising from the change in location.
- 2.6 The applicant shall pay except for funerals, a fee to be determined by the Town Council upon the issue of the permit.
- 2.7 The applicant shall ensure that the following activities which are likely to create noise nuisance will not be conducted after 10.30pm - erecting tentage and/or stage at the void deck, link building or open space, - arrangement of tables, chairs or other furniture at the venue, - playing any form of amplified music or other amplified sounds at the vicinity, - playing mahjong, football or other noise generating games within the vicinity of the venue.

### 3. FIRE SAFETY FOR USE OF COMMON PROPERTY

- 3.1 To provide 4.5kg of ABC dry chemical fire extinguisher (PSB approved type) to each section of tentage. It shall be hung at least 1.5m above ground.
- 3.2 To ensure that no obstruction to any inlet of dry rising main, exit staircase, fire hydrant, fire engine access way/fire engine hardstanding (parking) space at all times.
- 3.3 To maintain proper house keeping by removing any rubbish in or adjacent to the tentage.

I have read and understood the above Terms and Conditions and agree to abide by it.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

**ADDITIONAL TERMS AND CONDITIONS**      **Annex 2**  
**For Booking of Open Space/Void Deck Common Property for Weddings & Social Functions**

The document shall be read together with the TERMS AND CONDITIONS (Annex 1) for the USE OF OPEN SPACE / VOID DECK COMMON PROPERTY

- 1) In addition to the condition in paragraph (1.14 of Terms And Conditions For The Use Of Open Space / Void Deck Common Property), the applicant shall be the Bride / Bridegroom or parent and shall be a resident within the precinct of which the multi-purpose hall / void deck is being booked. Applicant under any other relationship is not permitted.
- 2) The use of amplifier equipment shall be in accordance to the requirements in paragraph (1.7, 1.8 of Terms And Conditions For The Use Of Open Space / Void Deck Common Property). The output of the amplifier equipment used shall not exceed 200 watts and shall only be used from 10.00 am till 5.00 pm.
- 3) Applicants shall pay a deposit in compliance with paragraph (2.6 of Terms And Conditions For The Use Of Open Space / Void Deck Common Property).
- 4) The business contact information of the appointed Caterer and LPG Supplier/Dealer shall be provided upon the issuance of the permit as in compliance with paragraph (1.16 of Terms And Conditions For The Use Of Open Space/ Void Deck Common Property) and with reference to paragraph (1.15 of Terms And Conditions For The Use Of Open Space / Void Deck Common Property).
- 5) The use of tentage shall be in accordance to the requirements set out in paragraph (1.3, 2.3, 2.7 of Terms And Conditions For The Use Of Open Space / Void Deck Common Property) and SCDF's regulation. A site layout plan for the tentage shall be provided upon the issuance of the permit.
- 6) No equipment, furniture, materials shall be placed at the approved site and its surroundings before or after the period permitted as in accordance with paragraph (1.1 and 1.2 of Terms And Conditions For The Use Of Open Space / Void Deck Common Property). In an event of a contravention of this condition, subject to paragraph 1.23 of Terms And Conditions For The Use Of Open Space / Void Deck Common Property, a summon shall be imposed.
- 7) Water must only be drawn from the designated water points and be subjected to paragraph (2.2 of Terms And Conditions For The Use Of Open Space / Void Deck Common Property) and the following conditions:
  - a) Mobile toilet service providers must use proper fitting. There should not be any sign of water leakage at all connections.
  - b) There shall be no wastage of water. All connections shall be properly connected and fitted to eliminate water leakages and wastages.
  - c) All water fittings used shall comply strictly with PUB regulation.
  - d) The hoses used for washing activities shall be fitted with a spring loaded nozzle.
- 8) The licensee shall comply with the fire safety regulations imposed by the Singapore Civil Defence Force, Workplace Safety & Health Act and NEA's general guidelines for maintaining cleanliness of the event site.
- 9) The applicant agrees that Sembawang Town Council (the "**Town Council**") and its affiliates, service providers and agents may collect, use and disclose any and all information contained in this Form or otherwise collected from me and/or my authorised representatives, for the purpose of processing this request and/or in accordance with its data protection policy.

Failure to comply with the terms and conditions as stated above may result in the forfeiture of the deposit paid for the issue of permit, and/or enforcement action.

**I have read and understood the above Terms and Conditions and agree to abide by it.**

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_