



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

RULES AND REGULATIONS

Definition

1. **"Applicant"** refers to any individual and/or organisation.
2. **"iHLG"** refers to imPact@Hong Lim Green.

General

3. iHLG Operating Hours are from Monday to Friday from 8:00am to 10:00pm and Saturday to Sunday from 9:00am to 6:00pm except Public Holidays. Applicant and participants are to leave the premises by the stipulated time unless approval have been granted by iHLG Management.
4. All completed application form to be submitted at least **2 months** in advance before the event to iHLG.
5. Applicant is to **submit layout and decoration plans for events with more than 500 people** to iHLG, at least **2 weeks** before the event for approval.
6. iHLG reservations are processed on a first-come, first-serve basis and are non-transferable unless approval has been granted by iHLG Management.
7. iHLG reserves the right to approve or reject the application and amend the Rules and Regulations from time to time without assigning any reason.
8. The official receipt of booking must be produced at the appointed iHLG Facilities Manager's request, before setting up for the event.



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9. Applicants and participants are expected to strictly observe the following prohibition in iHLG premises unless approval has been granted by iHLG Management.
 - a. Consumption of alcoholic drinks;
 - b. Gambling and other illegal activities;
 - c. Pets;
 - d. Smoking;
 - e. Littering;
 - f. Plucking of fruits, cutting of flowers and plants, and removal of plotted plants;
 - g. Type of ropes and banners to any fixture or trees;
 - h. Unauthorised use of facilities and common spaces;
 - i. Political or religious activities;
 - j. Multi-level marketing activities;
 - k. Finance-related activities (i.e. workshops on loan, credit cards);
 - l. Real estate-related activities (i.e. property launches and seminars);
 - m. Revenue generation (i.e. Solicit sales through online live-streaming, group-buy);
 - n. Use of lighted candles, open flames, and catalytic burners;
 - o. Activities that involve open fire and/or flames (i.e. open-fire cooking, barbeques and/or the burning of charcoals);
 - p. Activities that create nuisance or inconvenience to iHLG; and
 - q. Activities that are deemed undesirable for the reputation to iHLG
10. Applicant undertakes not to organise any political or religious activities at iHLG's premises. IHLG Management reserve the right to stop any activities from being carried out or end an activity prematurely if the nature of the function is different from what was declared.
11. Applicant will have to arrange tables and chairs according to their requirements and return the room to its original configuration with trash properly disposed within the stipulated time.
12. Food catering, deliveries and payment are the sole responsibility of the Applicant. Catering of food may be arranged by the Applicant with prior consent of iHLG Management.

Logistic

13. Applicant will have to source for own logistics items like stationary, flip board chart, decoration etc, unless instructed otherwise by iHLG Management.
14. The storage of any logistics is not permitted beyond the stipulated time, unless the facilities have been rented for the storage purpose and/or prior approval has been obtained from iHLG Management.



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Payment

15. To secure the booking, applicants are obligated to made full payment **1 month** before the event and formally endorse the quotation.
16. Payment method can be in form of PayNow or Bank Transfer. Failure to do so will lead to a cancellation of the booking.
17. If payment is not received by payment due date, late payment charges will be incurred.

Cancellation/Refund

18. Withdrawal of application shall be made in writing at least **2 weeks** from the event date.
19. 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 iHLG or its authorised personnel.

Publicity/Decoration

20. All activities, equipment and promotional materials for Applicant's event are to be placed within the rented space and timing unless approval is granted by iHLG Management. Prior approval must be sought in writing from iHLG Management for the following:
 - a. Hanging of banners, posters or signage;
 - b. Installation of any audio and lighting systems, fitting or instruments;
 - c. Use of photographs or video footage of the iHLG premises for publicity or any published articles; and
 - d. Sale of goods and services

Licenses & Permits

21. Applicant is required to obtained approval for any necessary licenses (Public Entertainment License/Compass/etc.) before obtaining approval from iHLG Management for the approval to be held at iHLG premises.

Damages

22. iHLG Management shall not be held responsible for any damage, loss of property, injury or death in the course of the facility usage at iHLG.
23. 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 **1 week of notification**.



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Violation of Rules

24. Incomplete or inaccurate users violating any of the above conditions may render themselves to:
- a. eviction from iHLG
 - b. being prohibited from using iHLG's facilities in the future
25. iHLG Management reserves the right to revoke application at any time if any declaration on the form is incorrect.

DECLARATION

I have read the Rules and Regulations governing the use of facilities at iHLG and hereby agree to abide by them.

Signature of Applicant/Date	Official Stamp of Organisation



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NOTES

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

PARTICULARS OF APPLICANT (ORGANISATION/INDIVIDUAL)

Name of Organisation/Individual Applicant:

Name & Designation of Person-In-Charge:

(Only applicable if booking is for organisation)

Address (Organisation/Applicant):

(Only applicable if booking is for organisation)

Contact Details:

Office :

Mobile :

Email :

UEN Number

(Only applicable if booking is for organisation)

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EVENT DETAILS

Event Name:

Ticket price (if any):

Expected No. of Participants:

Duration of Event:

Duration of F&B:

Media Coverage (Yes/No):

Guest-of-Honour (if any):

Brief Description of Event

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

FACILITY BOOKING REQUEST

Location(s) –

Refer to Annex 1 for details of the facility

☐
☐
☐

The Bliss (Studio 1)

The Zen (Studio 2)

The Bliss and The Zen (Studio 1 & 2)

☐
☐

The White Canvas (Outdoor Sheltered Area)

The BeeHive (Seminar Room)

Period of Usage -

Monday to Friday: 9.00am to 9.00pm | Saturday & Sunday: 10.00am to 5.00pm

Date(s) Required	Start Time	End Time	Purpose of Booking (e.g Workplan etc)



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CONFIRMATION OF BOOKING AND PAYMENT

Full payment must be made via PayNow/Bank Transfer before the event date **or** within 30 days from the quotation issued date, whichever is earlier. Failure to do so will result in the booking slot to be released.

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.

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.

Date form received:

Booking Approved / Not Approved

Payment mode and date:

- ☐ Credit Card (Over Counter)
- ☐ PayNow
- ☐ Bank Transfer
- ☐ E-Invoice



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ANNEX 1 – FACILITY BOOKING CHARGES

Facility	Rental Rates
Seminar Room The BeeHive (42 sqm)	\$57.00/hour
Studio 1 The Bliss (120 sqm)	\$65.00/hour
Studio 2 The Zen (62 sqm)	\$30.00/hour
Studio 1 & 2 The Bliss & The Zen (182 sqm)	\$84.00/hour
Outdoor Sheltered Stage The White Canvas (558.7 sqm)	\$407.00 (4-hours block) \$105.00/hour (Every additional hour)
Additional Charges Cleaning Fees Cleaning fees will apply for the entire duration of the booking	\$15.00 per hour (Weekdays) \$19.00 per hour (Weekends)

Rates reflected are inclusive of GST.