

TERMS AND CONDITIONS FOR THE USE OF THE FACILITIES IN DIOCESAN CENTRE BUILDING (DCB)

The terms and conditions herein mentioned shall apply to all persons or organizations using the DCB facilities at 1 Francis Thomas Drive.

"User" refers to any person or organization who rents and uses the training and conference facilities.

1. Any cancellation or postponement of a booking by the User must be specified in writing. Regardless of the reasons, if the User cancels the rental; the following conditions would apply:
 - a. For cancellation made **5 working days prior to the utilization of the facilities, no penalty** would be imposed. Any prepaid rental less the 30% non-refundable deposit would be refunded.
 - b. For cancellation made **between 2-4 working days prior to the utilization of the facilities, a penalty** equivalent to **50%** of rental charges would be imposed. 50% of any prepaid rental less the 30% non-refundable deposit would be refunded.
 - c. For cancellation made **less than 2 working days prior to the utilization of the facilities, a penalty** equivalent to **100%** of rental charges would be imposed. Any prepaid rental would be forfeited.
2. All arrangements for audio visual (AV) equipment must be confirmed upon submission of booking form. Additional AV equipment required would be subjected to availability and additional charges.
3. For training, conferences or seminar facilities, arrangement of chairs and equipment will be done by the User.
4. All bookings are non-transferable.
5. The Diocese of Singapore reserves the right to make changes to the rates without any prior notice.

6. The User shall indemnify and keep indemnified DCB in full from and against all losses and damages to the room / equipment and all property caused directly or indirectly by the User, its employees or contracted suppliers. The Diocese of Singapore shall bill the user for any repair and rectification work.
7. The Diocese of Singapore shall under no circumstances be liable to make good or accept responsibility or liability arising in respect of any damage or theft or loss of any property, goods, articles or things deposited in the rooms by the User or any other person in one way or another connected to the User.
8. The Diocese of Singapore shall not be liable for any loss due to any breakdown of machinery, failure of supply of electricity, leakage of water, fire, government restriction, act of God which may cause the facilities to be temporarily closed, hiring interrupted or cancelled.
9. No electrical apparatus or fittings of any kind shall be attached to, or used in conjunction with existing electrical fittings without the prior permission of the Diocese of Singapore.
10. Authorized Diocesan personnel shall have the right at any time to attend and observe the User's event.
11. The User should not use the Diocese of Singapore name in any way either directly or indirectly in its advertising, promotion or any other activities, other than for the purposes of providing the address.
12. No nails, adhesive thumb-tacks and such like materials are allowed to be used on any part of the facilities, unless approved by the Diocese of Singapore. If approved, the User shall be liable for any damage arising out of such use. Goods, equipment, furniture and such like articles should be properly handled and the User shall be liable for any damage to the floors or other parts of the facilities.

13. The User shall put up banners only on designated areas in the respective facilities. All banners must be removed immediately at the end of the event.
14. In the event of **key lost**, please note that **in addition to the cost of replacement and related expenses, penalty charge of S\$50.00 or 10% of cost of replacement and related expenses, whichever is higher** would apply.
15. Consumption of food and drink is NOT allowed inside the training and conference facilities and dormitories.
16. Where the use of facilities involving catering, the User shall be responsible for cleaning up the place immediately after the event / training or conference and dispose the rubbish in the bin center located at the car park.
17. The Diocese of Singapore reserves the right to waive, add, amend, or cancel any of the terms and conditions of rental.
18. If the above terms and conditions are acceptable to you, please take note of that a **30% non-refundable deposit** must be paid to confirm any bookings. The **full payment together with a S\$100.00 refundable deposit** is to be made **two (2) weeks** before the date of intended use.

Note: To use school facilities, please contact the following persons: -

For Sports Stadium

SAJC – Contact Person: Edward

Tel: 6282 7497 Fax: 6285 0037

For SASS Canteen & Swimming Pool

SASS – Contact Person: Huey Min, Kenneth or Dennis

Tel: 6285 1944 Fax: 6382 3779

Email: LIM_Huey_Min@moe.gov.sg

(To use SASS canteen, catering from the school canteen is required. Caterer's contact: Mr Tan Kia Seng 9688 6426)

For SAJS Canteen, Basketball Court & School Field

SAJS – Contact Person: Andrew Yong or Mr Wang (9067 7211)

Tel: 6288 4303 Fax: 6289 5242

Email: Andrew_YONG@moe.gov.sg or wang_chong_nong@moe.edu.sg

(To apply, please fill in application form available from SAJS general office or Diocese office.)