



Rental of @ASK Training Facilities

Confirmation of Acceptance

We have read, understood and agree to abide with all the clauses stated in the Terms and Conditions

**All prices displayed are subject to GST*

Section A) Company Particulars

Company Name : _____
Company Address : _____ Postal Code : _____

Section B) Billing Contact person Particulars

Billing Contact person Name: _____ Contact : _____
Billing Contact person Email: _____ Fax : _____

Location: Mountbatten Square / The JTC Summit

Booking Details

S/N	Room	Date		Time		Room Set-up	Room Charges	Beverages Charges
		Start	End	From	To			
1								
2								
3	Special Logistic Arrangement (if any):							

Additional Logistic per AV Equipment Request

S/N	AV per IT Equipment	Charges	Qty
1	Wi-Fi Internet Access	\$50 per day	
2	Printer with papers	\$20 per day	
3	Additional Laptop	\$50 per day	
4	Additional flipchart stand with Papers	\$15 per day	
5	Others		

S/N	Refreshment	Charges	Qty
1	Lunch	\$15 per pax per day	
2	Two Teabreak with beverages	\$6 per pax per day	
3	Beverages only	\$2.50 per pax per day	
4			
5			

(For @ASK Official Use Only) Payment Summary

S/N	Description	Charges	Qty	No. of Day	Subtotal
1					
2					
3					
4					
5					
6					
Total Charges					\$0.00



Rental of @ASK Training Facilities - Terms and Conditions

The following terms and conditions shall apply to all persons or organisations (hereinafter referred to as "**Applicant**") renting training facilities and/or premises from the @ASK Training Centre Pte Ltd (hereinafter referred to as "@ASK").

1. Application For Rental

- 1.1 To apply, please send the duly signed **Confirmation of Acceptance** with a deposit of 50 percent of the total rental charges ("**Deposit**") to the following address:
 @ASK Training Pte Ltd
 8 Jurong Town Hall Road
 #27-01 The JTC Summit
 Singapore 609434
- 1.2 All bookings are subject to written confirmation by email from @ASK. @ASK reserves the right to grant, refuse or withdraw its approval for rent of its training facilities and/or premises. In such aforesaid instance, all payments made to @ASK shall be refunded to the Applicant and @ASK shall not be liable for any expense or losses whatsoever incurred by you.

2. Terms of Payment

- 2.1 All rates set out are as at 1 December 2012, and may be subjected to revision at the sole discretion of @ASK.
- 2.2 The rates of renting the training facilities and/or premises are set out in our website: <http://www.asktraining.com.sg> per facilities.html.
- 2.3 All payment should be made in cheque, payable to "**@ASK Training Centre Pte Ltd**".
- 2.4 @ASK shall issue an official receipt acknowledging the payment of the Deposit.
- 2.5 @ASK shall invoice the Applicant for the outstanding balance after the event.

3. Cancellation of Booking(s)

- 3.1 Any cancellation of confirmed booking by the Applicant must be submitted in writing to @ASK. A cancellation fee may be levied for any cancellation of a confirmed booking in accordance to Clause 3.2 below.
- 3.2 If the Applicant cancels a confirmed booking for any reason whatsoever, the Applicant may have to pay @ASK a cancellation fee as set out below:

Notice Period	Cancellation Fee
More than or equal to 4 weeks	Deposit will be refunded
Between 4 weeks to 1 week	Deposit shall be forfeited
Less than or equal to 1 week	100% of total rental charges

4. Use of Training Facilities and per or premises

- 4.1 The training facilities and/or premises shall only be used for the purpose as stated in the booking form, and it shall be the responsibility of the Applicant to ensure that all activities carried out within @ASK's premises have been duly licensed, censored or approved by the relevant governmental authorities.
- 4.2 No food and/or drink are allowed in the training rooms.
- 4.3 The Applicant shall conform to all fire and safety precautions required and shall not obstruct the passageways, emergency exits, fire hoses and extinguishers in the training facilities and/or premises.
- 4.4 @ASK reserves the right to refuse entry to its training facilities and/or premises, any person whose presence is in the opinion of @ASK, undesirable. Applicant shall be responsible for the efficient supervision, safety and security and the preservation of good order and decency in the training facilities and/or premises.
- 4.5 The Applicant shall allow @ASK's authorised staff to enter the rented premises at all reasonable times.
- 4.6 No nails, adhesives, thumbtacks and such like materials are allowed to be used on any part of the training facilities and/or premises, unless approved in writing by @ASK. If approved, the Applicant shall be liable for any damage arising out of such use. Goods, AV equipment, furniture and such like articles should be properly handled and the Applicant shall be liable for any damage to the floors or other part of the training facilities and/or premises.
- 4.7 The Applicant shall provide @ASK with complete detail of the setting up arrangement upon confirmation of booking. Should there be any change to the arrangement, the Applicant shall inform @ASK in writing 1 week prior to the event.

5. Indemnity of @ASK and Liability

- 5.1 @ASK shall not accept responsibility or liability arising in respect of any damage or theft or loss of any property, goods, articles or things deposited or left in the training facilities and per or premises by the Applicant, its guests, employees and per or agent.
- 5.2 The Applicant shall return all @ASK's facility and equipment in their original working conditions (except for fair wear and tear). The Applicant shall be responsible for any damages or losses caused to @ASK's properties, equipment or fittings. @ASK reserves the right to claim compensation for any damages or losses caused as a result of the event.
- 5.3 The Applicant shall fully indemnify @ASK and hold @ASK harmless from and against any and all costs, expenses, losses, damages, liabilities, claims and proceedings which may be incurred or suffered by or taken against @ASK as a result of any breach by the Applicant of any provision of this contract or any act, default, omission or negligence of any nature on the part of the Applicant and/or of its staff, employees or agents and otherwise howsoever in connection with this contract.

6. Violation of The Terms and Conditions

- 6.1 In the event that any of the Terms and Conditions is breached by the Applicant, @ASK reserves the right to terminate this contract and vacate the Application from @ASK's training facilities and/or premises immediately without any compensation, claims for loss or expenses.



Terms and Conditions (continued)

7. Force Majeure

7.1 Neither party shall have any right of action against the other in respect of any losses suffered by it as a result of the other party's delay or failure to perform any of its obligations herein as a result of acts of God, war, strikes, riots, lockouts, trade disputes, acts or restraints of government, fire, explosion, shortage of power supply, breakdown of machinery, leakage of water, fire and/or any toher causes not within the reasonable control of the other party.

8. Assignment

8.1 The Applicant shall not assign or sublet the training facilities and/or premises or any of its right or obligations under this Contract without prior written consent of @ASK. @ASK may assign, transfer or otherwise deal with any or all of its rights hereunder at any time.

9. Governing Law and Jurisdiction

9.1 This contract shall be governed by and construed in all respects in accordance with the laws of Singapore and the parties hereto submit to the exclusive jurisdiction of the courts of Singapore.

10. Variation of Contract

10.1 No variation whether oral or otherwise in the terms and conditions of this Contract shall apply thereto unless such variation shall have first been expressly accepted in writing by @ASK.

11. Rights of Third Parties

11.1 A person who is not a party to this Contract shall have no right under the *Contracts (Rights of Third Parties) Act* to enforce any of its terms.

12. Adherence to the @ASK's Procedures and Control Processes

- 12.1 Other than providing the address of @ASK for the sole purpose of indication the location of the training facilities and/or premises, the Application and his employees are not permitted to use @ASK's name whether directly or indirectly by themselves or jointly with others, in their respective advertisements or promotions or in any other way or under any circumstances whatsoever. This prohibition shall be applicable during the term of the rental of the @ASK's training facilities and/or premises as well as at all times thereafter.
- 12.2 All contractors, vendors, suppliers, service providers or any other persons engaged by the Application shall obtain a visitor pass at Level 1, security counter.
- 12.3 The Applicant shall remove all its furniture, equipment, items, food and beverages (if you are catering your own refreshments), etc. immediately after the event.

This letter of offer is subject to the Applicant's acceptance of the terms and conditions aforesaid.

Kindly confirm your acceptance of the terms and conditions aforesaid by signing the Acceptance below and return the same to us.

<p>Acknowledged, agreed & accepted by the Applicant: -</p> <div style="background-color: #f8d7da; height: 60px; margin-bottom: 5px;"></div> <p>Name: _____ / Signature</p> <p>Designation: _____</p> <p>for and on behalf of _____</p>	<p>Acknowledged, agreed & accepted by: -</p> <div style="background-color: #f8d7da; height: 60px; margin-bottom: 5px;"></div> <p>Name _____</p> <p>Designation _____</p> <p>for and on behalf of @ASK Training Pte Ltd</p>
<div style="background-color: #f8d7da; height: 60px; margin-bottom: 5px;"></div> <p>Company Stamp</p>	<div style="background-color: #f8d7da; height: 60px; margin-bottom: 5px;"></div> <p>Date</p>