

OASIS

OASIS (previously known as Science Hub) RATE CHART

RENTAL HOURS

- 1) The Official Rental Hours for the respective sessions are:

Sessions	Rental Hours
AM	9 am to 12 pm
PM	2 pm to 5 pm
Eve	7 pm to 10 pm
Full Day	9 am to 5 pm*

- 2) Users are allowed to set-up half an hour before the event
- 3) For rehearsals, auditions, practices and set-up which are outside the official rental hours and the set-up time (i.e. half an hour before the event) a fee of \$80 per hour will be charged.
- 4) All Function Rooms will be arranged in theatre style seating. A fee of \$40 applies if user requires re-arrangement to the seating style
- 5) A fee of \$200 applies for Technician Service (for Auditorium) on Sunday and \$100 for Saturday afternoon booking.
- 6) Additional hour usage of meeting room will be charged at \$100/hour.
- 7) Any cancellation of a confirmed booking must be specified in writing and the following cancellation fee applies
- A cancellation fee of 50% of the room rentals will be levied on any bookings.
 - If the notice is less than 7 working days prior to the utilization of the facilities, 70% of the rental will be levied.
 - If the notice is less than 3 working days prior to the utilization of the facilities, FULL rental will be levied.
- 8) Tenants are eligible to a 5% discount off the rentals rates for the training and conference facility only. (excluding other services)
- 9) All amounts are subject to prevailing GST rate.
- 10) For enquiries, email: sitiiliyana.m@ascendas.com

SET-UP OF THE ROOMS

Facility	Capacity	Rental Rates		Remarks
		Weekday (AM/PM) 3-hour block	Evening / Weekend (AM/PM) 3-hour block	
Auditorium	Up to 245 pax	\$800	\$1000	Theatre style seating
Function Room (Palm Room)	Up to 110 pax	\$390	\$390	(For Function Rooms, additional fee applies to other seating style, subject to availability)
Function Room (Peach Room)	Up to 68 pax	\$290	\$290	

* Full Day rate is charged based on two 3-hour blocks

USE OF COMMON AREA

Use of common area for food reception is subjected to OASIS Management's approval and all users shall abide by the terms and conditions stated below:

- a. No additions or other alteration to any of the buildings, infrastructure, structures and other facilities at the building is permitted.
- b. Customer shall utilise the area designated/approved by the Landlord only.
- c. Customer shall at all times comply with the instructions of our officers including without limitation instructions to remove decorations or obstructions.
- d. Customer shall not block or operate in close proximity of any other tenants' main entrances and the main passage way between the office blocks.
- e. Customer shall reinstate the space to its original state and condition immediately upon termination of event or earlier, if so instructed by our officers.
- f. Customer shall not portray the location in a negative manner.
- g. Customer should not use the Landlord's and property's name or logos in any way either directly or indirectly in its advertising, promotion or any other activities, other than for the purpose of providing the addresses of the Landlord or property.
- h. Customer shall indemnify and shall keep indemnified the Landlord, its agent, workmen, etc. against all claims, proceedings, action, losses, penalties, damages, expenses, costs and demands etc arising out of or in connection with the Tenant's usage of the venue.

**HSBC Institutional Trust Services (Singapore) Limited
As trustee of Ascendas Real Estate Investment Trust**

OASIS Auditorim and Meeting Room(s) Booking Form

No. 87 Science Park Drive, Science Hub, Singapore 118260 Tel: (65) 6774 9665 Fax: (65) 6774 7649

Cheque No	:	
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REF NO. MR	:	
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Name of Contact Person : _____

Name of Organization : _____

Address of Organization : _____

Email : _____

Tel : 6- _____ **Fax** : 6- _____

Date / Period Required : _____

Title of Event : _____

(Please tick (√) accordingly)

Tenant of Singapore Science Park : **Yes** **No**

Use of computer projector : **Yes** **No**

Seating arrangement (subject to availability): **Theatre** **Classroom** **U-Shape** **Cluster** **Others**

***\$40 will be charge on other seating arrangement except Theatre style**

Please indicate No. of attendees _____

Auditorium **From :** _____ **To:** _____

Palm Room **From :** _____ **To:** _____

Peach Room **From :** _____ **To:** _____

We undertake not to transfer or assign this application or booking to the third party, and hereby understood and agree to be bound by the terms and conditions stated overleaf

Applicant's Name

Company Stamp

Applicant's Signature

Date

OASIS



Please fill up this portion should you require the use of Common Area for food catering (subject to OASIS Management's approval).

Venue	
Date	
Time	
Usage/Activities	
Fee (exclusive of GST) <i>(if applicable, cheque made payable to "HTSG A/C Ascendas REIT")</i>	

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- vi. Customer shall not portray the location in a negative manner.
- vii. Customer should not use the Landlord's and property's name or logos in any way either directly or indirectly in its advertising, promotion or any other activities, other than for the purpose of providing the addresses of the Landlord or property.
- viii. Customer shall indemnify and shall keep indemnified the Landlord, its agent, workmen, etc. against all claims, proceedings, action, losses, penalties, damages, expenses, costs and demands etc arising out of or in connection with the Tenant's usage of the venue.

If you are agreeable to the terms and conditions above, kindly sign below and return this letter by 23 April 2015.

<p>We, _____ [Company Name], hereby agree unconditionally and irrevocably to accept and to observe and comply with all the terms and conditions abovementioned.</p> <p>Signature of Authorised Representative: _____</p> <p>Name: _____</p> <p>Designation: _____</p> <p>Company Stamp: _____</p> <p>Date: _____</p>
