



CORPORATE BOOKING REQUEST FORM

- This form may take you 5 minutes to complete.
- Organizations must confirm rates and availability with the Sport Singapore Booking Office when making their booking request.
- Booking will only be accepted upon the submission of this booking form. Please ensure that it bears the authorized signature and the organization stamp. Sport Singapore reserves the right to reject incomplete forms.
- Kindly enclose any layout/setup plans, diagrams, programme details and/or letterhead if necessary, when submitting to the Booking Office
- For queries, please contact Booking Office at sport_bookings@sport.gov.sg

SECTION A: HIRER DETAILS

Company Name: _____ UEN Nos: _____

Billing Address: _____

Contact Person's Name and Designation: _____

Office Tel: _____ HP: _____ Email: _____

SECTION B: EVENT DETAILS

Venue/Sports Centre Name: _____

(Please check here for facility - <https://www.myactivesg.com/facilities/sports-recreation-centres/corporate-rates>)

Event Name: _____ Event Nature: _____

Facilities Requirement (Please specify number):

- | | | | | | |
|---|--|---|---|---|---|
| <input type="checkbox"/> Badminton Court | <input type="checkbox"/> Tennis court | <input type="checkbox"/> Netball Court | <input type="checkbox"/> Squash Court | <input type="checkbox"/> Basketball Court | <input type="checkbox"/> Sepak Takraw Court |
| <input type="checkbox"/> Volleyball Court | <input type="checkbox"/> Street Soccer | <input type="checkbox"/> Gateball Court | <input type="checkbox"/> Petanque Court | <input type="checkbox"/> Soccer Field | <input type="checkbox"/> Hockey Field |
| <input type="checkbox"/> Rugby Field | <input type="checkbox"/> Gallery | <input type="checkbox"/> Track | <input type="checkbox"/> Competition Pool | <input type="checkbox"/> Teaching Pool | <input type="checkbox"/> Swimming Lane |
| <input type="checkbox"/> Hall Sector | <input type="checkbox"/> Entire Hall | <input type="checkbox"/> Entire Stadium | <input type="checkbox"/> Entire Complex | Others: _____ | |

Event Date (DD/MM/YYYY): _____

Event Time: From: _____ To: _____

Set-Up Date (DD/MM/YYYY): ____/____/____ Set-Up Time: From: _____ To: _____

Dismantling Date (DD/MM/YYYY): ____/____/____ Dismantling Time: From: _____ To: _____

(Both set-up and dismantling periods are chargeable)

(11) Expected Crowd: _____ (12) VIP (if any): _____

(13) Permits Obtained? ☐ Yes ☐ No (If yes, please provide details)

(14) Use of PA/Sound System? (Own Arrangement) ☐ Yes ☐ No (If yes, please provide details)

(15) Use of Electrical Points? ☐ Yes ☐ No (If yes, please provide details)

(16) Provision of First-Aid Cover? (Own Arrangement) ☐ Yes ☐ No (If yes, please provide details)

(17) Display of Publicity Materials? ☐ Yes ☐ No (If yes, please provide details)

(18) Collection of Entry Fees and Ticket Charges? ☐ Yes ☐ No (If yes, please provide details)

(19) Logistics Set-up (Please provide details. E.g. generators, stalls, lightings etc): _____

(20) Remarks (please indicate below): _____

Payment: ☐ E-WALLET ☐ BANK TRANSFER

SECTION C: TERMS OF BOOKING

General

1. The Singapore Sports Council (hereinafter known as “SportSG”) has many facilities available for your use (singularly “SportSG Facility; collectively “SportSG Facilities”).

Booking & Payment

2. **How to Book:** In order to book SportSG Facilities, you (also known as the “Hirer” where the context requires) will have to submit this form together with your organisation’s registration certificate (e.g. ACRA registration certificate). We reserve the right to approve or refuse an application for the booking of any SportSG Facility. All bookings are on a first-come-first-serve basis and are subject to availability.

- a. The following rules shall apply for all bookings for the SportSG Facilities stated below for training purposes:
 - i) Stadium Field and Track: Any organised programme / training for 20 pax and above will require a booking of the field / track. Training equipment may be brought in only when such a booking for the field / track has been made.
 - ii) Swimming Pool: The number of swimmers allowed in each lane shall be subject to the prevailing Safe Management Measures (SMM) in force. Training equipment may be brought in only if you have made a booking for the swimming lane(s).
- b. Hirer must prepare and submit the following documents as part of the application process for the Hirer’s intended booking of venue for events:
 - i) Risk Assessment Plan
 - ii) Emergency Action Plan

These plans are to be submitted together with this booking form. SportSG will not process any booking requests from any Hirer who does not submit these plans. The Hirer is solely responsible for all risks associated with or related to the booking and must ensure that appropriate and adequate safety measures are in place during their use of any SportSG Facility. For the avoidance of doubt, SportSG’s approval of the Hirer’s booking request shall not be deemed as either an endorsement of the Risk Assessment Plan and Emergency Action Plan or a representation that these plans are appropriate and/or adequate.

Samples of the abovementioned plans can be found here:

<https://www.sportsingapore.gov.sg/sports-education/sports-safety/safety-resources-and-useful-links>

3. **Booking Window:** You may book a SportSG Facility up to six (6) months, but no later than two (2) months, in advance of the usage date. SportSG reserves the right not to accept applications received later than two (2) months prior to the usage date.

4. **Booking Allocation:** Certain selected SportSG Facilities are subject to SportSG’s policy of a maximum number of application/booking slots available to you per calendar month. SportSG will inform you accordingly if your application pertains to a booking for such SportSG Facilities. For purposes of this clause, applications made by affiliates shall be taken into account in determining your booking entitlement. An “affiliate” refers to any other party which:

- a. has substantial shareholdings in the Hirer (i.e. 50% or more shareholding);
- b. the Hirer has substantial shareholdings in (i.e. 50% or more shareholding);
- c. has common directors with the Hirer;
- d. has common shareholders with the Hirer; and/or
- e. SportSG, in its sole discretion, deems is related to or is being used by a Hirer contrary to the Terms of Booking herein.

5. Exclusive Bookings: a booking shall be considered exclusive where your application is for the use of an entire venue or facility (or where a venue or facility can be segmented to the exclusion of others, the respective segment). Exclusive bookings are calculated in blocks of five (5) hours which are inclusive of any setup, dismantling or change-over between slots. SportSG Facilities for which individual admission charges apply (e.g. Swimming Pool, Gym) will have such charges included in the charges for exclusive bookings, but individual admission charges shall be payable separately for non-exclusive bookings.

6. Rules & Regulations: The use of SportSG Facilities is governed by the provisions of the Singapore Sports Council Act, the Singapore Sports Council (Hiring of Sports Facilities) Regulations, and any other rules and/or regulations which may be implemented from time to time.

7. Payment: Payment for your application must be made within seven (7) working days from the date of invoice from SportSG, failing which your booking shall be deemed void and cancelled. Payment can only be done via ActiveSG e-wallet or bank transfer.

8. Ticketed Events: For ticketed events, the applicable hiring charges for the SportSG Facility shall be the rates specified in clause 10 or 20% of the gross ticket sale ("**Hiring Levy**"), whichever is higher.

- a. For purposes of this clause, "gross ticket sale" refers to the total amount of the face values of tickets that are sold, issued and distributed whether for cash or otherwise; any price discount shall be disregarded; tickets that bear no face value shall be deemed to carry the highest face value of other tickets sold, issued or distributed.
- b. You shall submit to SportSG within seven (7) working days of the event a true account of the number of tickets sold, issued and distributed by face value.
- c. In event the Hiring Levy is higher than the amount already paid to SportSG pursuant to clause 10, you shall, within seven (7) working days of the end of the event pay to SportSG the difference such that SportSG is in receipt of the aggregate of the Hiring Levy.

9. Miscellaneous Fees: You shall bear all staff overtime fees, cleaning fees and other miscellaneous fees in relation to the use of the SportSG Facilities. SportSG will advise you if there are such fees to be incurred based on your application.

10. Hiring Rates: Hiring rates can be found at <https://www.myactivesg.com/facilities/sports-recreation-centres/corporate-rates>

11. Collection and Use of Data:

- a. By providing any information, personal or otherwise, your data (including personal data where you are an individual) may be used for the purpose of planning and administering your use of SportSG Facilities which may include the following:
 - i. processing your registration and/or booking of SportSG Facilities;
 - ii. to verify your identity and allow access to SportSG Facilities;
 - iii. to conduct market research, survey and/or analysis;
 - iv. to fulfil a legal or regulatory requirement;
 - v. to respond to your queries and/or feedback;
 - vi. informing you of any changes to our Terms of Booking which may affect you; and
 - vii. informing you of updates and/or developments to SportSG Facilities.
- b. We may share your data with other Government agencies (or with non-Government entities which have been authorised to carry out specific Government services) to process any applications you have made or to render you a service, so as to serve you in a most efficient and effective way, unless such sharing is prohibited by law.

- c. For your convenience, we may also display to you data you had previously supplied us or other Government agencies. We will retain your data only as necessary for the effective delivery of public services to you.

Usage of SportSG Facilities

12. Compliance with Booking Details: You shall use the SportSG Facility in accordance with your booking details and timing, and vacate the SportSG Facility at the expiration of your booking timing. Such timing shall include any setup or tear-down required.

13. Condition of Facility: You shall leave the SportSG Facility in the same good condition as when you first entered the same for use. You may not change the condition and/or location of equipment without our prior approval. All equipment shall be returned to their original condition and location at your expense.

14. Set-Up Time: Certain SportSG Facilities e.g. volleyball courts and basketball courts require time for set-up. Such time will form part of your booking hours. SportSG will use best endeavours to advise you on the time required for such set up.

15. Structures: Tents, sheds or any other structures shall not be erected without our prior approval. In order to facilitate the same, please liaise with us early. You shall be responsible for the setting-up and tearing-down of the same.

16. Conduct: You shall conduct yourself appropriately when using SportSG Facilities. We reserve the right to immediately remove you from the premises of SportSG Facility if you are liable for the following behaviour to which further action will be taken by SportSG:-

- a. behaviour, acts and conduct that can be deemed
 - i) difficult and uncooperative
 - ii) unreasonable and
 - iii) detrimental to the enjoyment, interests, well-being and safety of the other participants.
- b. behaviour, acts and conduct which can be considered as abusive and/or harassment of another individual, which is violation of the Safe Sport Unified Code.

Our decision in this respect is final and we shall not be required to make any refund if you are deemed liable for such behaviour and/or conduct.

17. Permits & Approvals: You shall be responsible for any permits or approvals from the relevant authorities necessary for the conduct of your activity at SportSG facilities.

18. Displays: You shall not display any advertisements, signs and/or banners without prior approval from SportSG. Any unauthorized displays shall be subject to additional charges calculated on a per advertisement/sign/banner per day basis, to be advised by SportSG.

19. Prohibited Items and Activities:

- a. Food & Beverages:
 - i) Food shall not be consumed within SportSG Facilities.
 - ii) Sale of food and drinks (including alcohol) is not allowed without prior approval from SportSG.
 - iii) Consumption of alcoholic beverages is strictly not allowed in SportSG Facilities.
- b. Musical Instrument and Noise Makers:
 - i) Musical instruments and noise makers including but not limited to drums, whistles, vuvuzelas, air horns and loud hailers ("**Noise Makers**") are not allowed to be brought into or used within SportSG Facilities.
 - ii) Event organisers may grant permission to organised fan groups for the use of Noise Makers within SportSG Facilities. Event organisers are required to submit the list of approved fan groups which are permitted to use Noise Makers in SportSG facilities to

sport_bookings@sport.gov.sg prior to the activity. Those not on the approved list shall not be allowed to bring in Noise Makers to the venue. SportSG reserves the right not to allow the use of Noise Makers for any event.

- iii) Should the event organiser permit the use of Noise Makers at the venue, it is the event organiser's responsibility to ensure that all attendees who use Noise Makers comply with the terms of usage for the venue.

20. **Smoking:** Smoking is strictly not allowed in SportSG Facilities.

21. **Use of PA Systems:** In event a public address system ('PA System') is used, you shall position the speakers of the PA System towards the direction of the grandstand or seating gallery. The speakers should not be directed at any of the nearby buildings or houses.

Photography and Videography

22. Photography and Videography is not allowed at SportSG Facilities without prior approval from SportSG.

Refund & Cancellation

23. **Refund:** Subject to clauses 24 and 25 below, no refund shall be given if you cancel your booking or change your booking date(s) once payment has been made. For avoidance of doubt, any request for change of booking date(s) shall be deemed as a new application/booking. Any refund that you are entitled to shall be credited to your eWallet under SportSG's ActiveSG Membership Management System ("MMS"). Such credits may be used for future applications/bookings.

24. **Cancellation Due to Unforeseen Circumstances:** In the event the SportSG Facility under your booking is deemed unplayable for more than half of its usage due to inclement weather or other unforeseen circumstances, you shall be entitled to a refund of any Hiring Fee already paid to SportSG. The decision on whether a SportSG facility is still playable will be at the sole and absolute discretion of SportSG. You are required to vacate outdoor SportSG Facilities immediately upon being notified of lightning warnings from SportSG staff.

25. **Closure of Facilities:** SportSG reserves the right to close any SportSG facility or any part thereof at any time and cancel the booking without prior notice to the Hirer. Subject to Clause 24, SportSG shall bear no liability whatsoever in respect of such cancellations. This shall include closure of facilities due to circumstances beyond SportSG's control or in the interest of public safety or if closure is ordered by the authorities. SportSG's decision shall be final and conclusive.

26. **Cancellation and 'No-Show':** In event you cancel your booking, change your booking date(s) and/or fail to show up at the SportSG Facility at the designated booking time, SportSG reserves the right to immediately make available for booking the unutilized booking slot.

Touting, Transferring and Conduct of Business Activities

27. **No Touting:** Touting is strictly prohibited at SportSG Facilities.

28. **Prohibition of Business Activities:** You shall not conduct any coaching, league operation or business activities on SportSG Facilities without our prior approval. SportSG reserves the right to stop such activities and cancel your booking without refund or prior notice in the event of such breach.

29. **No Transfer:** You are not allowed to transfer, assign, sublet or re-sell your booking of the SportSG Facilities (or part thereof). In event of such breach, SportSG reserves the right to cancel the booking without refund or prior notice.

30. **Additional Restrictions:** In addition to clauses 27, 28 and 29, SportSG may impose additional restrictions on your subsequent bookings, including without limitation debarment from future bookings.

Pre-Participation Screening

31. Hirers shall ensure that all persons participating in any programme/event complete the Get Active Questionnaire (GAQ) prior to the programme/event or on the day of facility usage. Copies of the form in four languages can be downloaded here: <https://www.sportsingapore.gov.sg/Sports-Education/Sports-Safety/Safety-Resources-and-Useful-Links>

Liability and Indemnity

32. SportSG shall not be liable for any damage, destruction, theft or loss of property or goods, brought into or left in any premises by you thereof or any other person, or left or deposited with any officer or employee of SportSG for safe-keeping.

33. SportSG shall not be liable for any loss due to any breakdown of machinery, failure of supply of electricity, leakage of water, fire, Governmental restriction or act of God which may cause any premises, to be closed or the hire thereof to be interrupted or cancelled.

34. SportSG shall not be liable for any loss of life or property or any damage or injury suffered by the Hirer of any premises or any other person by reason of the use of the SportSG Facilities. In addition, you will not hold us and/or our agent/s liable for any personal injury or death arising from your usage of the SportSG Facilities or for any loss of or damage to your property arising from your usage of the SportSG Facilities, except for such injury or death that is caused directly by our or our agent/s' gross negligence.

35. You further undertake that if, in the course of usage of the SportSG Facilities, you deliberately or negligently cause any injury (whether fatal or otherwise) to any person or any damage to or loss of any property of any person, you shall indemnify us if that suffering person or such person's representative makes claims or takes actions against us or if we have to pay for costs or expenses in relation to the same.

36. You shall be liable for any damage to the Facilities or any part thereof or to any fitting, equipment or other property therein. You shall pay for any damage (including any accidental damage) to the SportSG Facilities caused by any act or neglect of yourself, your employees, agents or any person authorised by you to be on the premise.

Insurance

37. You shall, if so required by SportSG, take out a policy of insurance in the joint names of SportSG and yourself against all claims and liabilities in respect of any injury, damage or loss which may be suffered by any person by reason of the use of the SportSG Facilities.

Variation

38. SportSG reserves the right to determine, amend, add to, delete from or vary the terms and conditions contained herein without prior notification.

I hereby confirm that the information provided in Section A and B are true and accurate, and I agree with the contents of the Terms of Use in Section C.

Authorised Signature

Name / Date

Organisation Stamp