



THE SALVATION ARMY CHANGI CORPS
7 Upper Changi Road North, Singapore 507705

APPLICATION FOR USE OF CHANGI CORPS FACILITIES
Enquiries / Bookings – Please contact Lieut. Tan Bee Yit (mobile: 8299 6224)
Email: tan_bee_yit@smm.salvationarmy.org

Particulars of Applicant

Name of Applicant:	Address of Applicant:	Mobile Tel: Email Address:
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Particulars of Church/Organization

Name of Church/Organization	Name of Pastor/In-charge:	Office Tel: Mobile Tel: Email Address:
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Purpose / Function:

Date(s) and Time(s) of Function:

Facilities Needed – Please tick ☐

Plse tick	Facilities	Capacity	First 3-Hr Rental	Per Additional Hour	Number of Hours	Total Charges
<input type="checkbox"/>	Auditorium (Mon – Thurs)	288pax	\$700	\$250		S\$
<input type="checkbox"/>	Auditorium (Fri, Sat, PH & Eve of PH)	288pax	\$800	\$300		S\$
<input type="checkbox"/>	Projection system x2	-	\$300	\$100		S\$
<input type="checkbox"/>	Multi-purpose Hall	100pax	\$400	\$150		S\$
<input type="checkbox"/>	Meeting Room	20pax	\$100	\$25		S\$
<input type="checkbox"/>	Technician (compulsory)	\$50 per hour				S\$
<input type="checkbox"/>	Special Wedding Package	Includes provision of 3-hr rental of Auditorium (inclusive of projection system), Fellowship Hall & Meeting Room plus one weekday rehearsal (2 hours). Every additional hour will be charged accordingly. Please ensure you allow time for the setting-up and dismantling of decoration. Special package: S\$1,900.				S\$
Total before GST						S\$
8% GST						S\$
Total Amount Payable						S\$

Declaration

I have read and understood the Rules and Regulations governing the use of Changi Corps' facilities and hereby agree to be bound by the said Rules and Regulations.

Signature of Applicant

Church/Organization Stamp

Date

FOR OFFICE USE

Remarks:		
Approved by:	Payment Received by:	Receipt No/Date:

RULES AND REGULATIONS GOVERNING THE USE OF CHANGI CORPS FACILITIES

A. BOOKING AND PAYMENTS

1. All applications for hiring of Changi Corps facilities shall be on the application form obtainable from the Corps office.
2. Changi Corps reserves the sole right to accept or reject any applications without giving any reasons whatsoever.
3. The use of the Changi Corps facilities is restricted to Church / Christian related activities / functions / programmes only.
4. The Applicant shall not assign his booking or share or part with the use of the facilities.
5. Upon approval the Applicant shall pay all charges inclusive of the security deposit of \$500 in full immediately within one week, failing which the applicant shall be deemed lapsed.
6. Advanced booking is restricted only to one (1) year.
7. Changi Corps reserves the right to cancel at any time. The full hiring charges and the security deposit will be refunded without interest to the Applicant and the Applicant will have no further claims against Changi Corps in connection with the cancellation.
8. Any cancellation or postponement or change of date(s) or time of a confirmed booking by the Applicant must be made in writing to Changi Corps.
9. A \$200 administration fee is applicable for each postponement or rebooking.
10. \$500 security deposit will be forfeited for all cancellations.
11. All other charges must be made in full on the day of the event.
12. Any damage to the properties, fittings and equipment of the premises caused by the Applicant, his agents or audience shall be compensated for by the Applicant.
13. The Applicant shall be entirely responsible for the use of his own equipment and stage properties and such like articles and shall be liable for all claim for damages for injuries suffered by person(s) in connection with its use.
14. The use of nails, thumbtacks, adhesive tapes, blue tac, and such materials on any part of the sanctuary and Corps premises is prohibited.
15. Equipment in the facilities are not to be shifted without permission.
16. The mercy seat in the sanctuary is strictly kept for the use of prayer. The applicant is to ensure his agents or audiences comply with this.
17. Any display of banners, posters or such articles must be cleared with Changi Corps.
18. All corridors, aisles and means of exit shall be kept clear at all times.
19. The Applicant must ensure that his agents or guests park their vehicles at the designated parking lots provided. Any vehicles parked illegally (such as causing vehicle obstruction or parking in reserved lots) will be towed away at the vehicle owner's expense.
20. Changi Corps reserves the right at any time to attend and observe the performance or function without any charge whatsoever.

B. RESPONSIBILITIES OF THE APPLICANTS

1. All pre-activities (like registration, decoration, arrangement of props, etc) and post-activities (like removal of props and decoration, clearing of food by the caterers, etc) must be completed within the hours booked. Any request for extension must be made in writing to Changi Corps. The usual rental rates shall apply.
2. All performances must be duly licensed, censored or passed by the relevant authorities or copyright owners as the case may be, prior to the performance or production. The Applicant shall show documentary proof to Changi Corps when demanded that the necessary licenses and consents have been obtained. The Applicant shall also comply with all rules and regulations imposed by such authorities or copyright owners governing such performances.
3. The following are prohibited within any enclosed facility at all times:
 - smoking
 - livestock and animals
 - spray painting
 - food and drinks (exception for the use of the multi-purpose hall, lobby, patio, dining room)
 - naked flame.
4. The Applicant and his personnel are not to handle or operate the stage lighting, video and sound equipment in the Sanctuary. An additional charge of \$50 per hour is required to hire an AV personnel from Changi Corps for the hours booked.
5. No electrical apparatus, fittings or instruments of any kind shall be attached to or used in conjunction with the existing electrical fittings without the permission of Changi Corps.
6. No photograph taking or video recording shall be permitted during a public performance or function except at the request of the performers or the Applicants and with the permission of Changi Corps.
7. The Applicant shall not sell or distribute tickets or passes or admit a number of persons in excess of the seating capacity of the facility prescribed by Changi Corps.
8. The Applicant shall indemnify and keep Changi Corps fully indemnified against any damages, claims, demands and liabilities of whatever nature, including injuries, death, damage to properties or breach of copyright laws which Changi Corps may suffer or incur in consequence of the Applicant's failure to observe and comply with the terms and conditions of hiring hereunder.
9. The performance of any works, which are subject to copyright without the relevant consent or license may constitute an infringement of copyright under the Copyright Act, 1987, Changi Corps does not authorise the performance of any such infringing works.
10. In the event of contravention of any of these Rules and Regulations. Changi Corps shall have the right to ask the Applicant to immediately vacate the Premises; in such a case any rental paid shall be forfeited.
11. Changi Corps reserves the right to waive, to add, to amend and to cancel or suspend any of these rules and regulations or terms and conditions without prior notice to the Applicant.

Signature of Applicant

Date