

# MY LEARNING LAB

Powered by WAB Lab

## VENUE HIRE CONTRACT & BOOKING FORM

Please Note - All Venue Booking requests and queries must be submitted via this form. If you require any further information, feel free to contact us at [enquiry@wablab.sg](mailto:enquiry@wablab.sg).

How did you hear about us?

First Name:

Last Name:

Designation:

If applicable

Company:

If applicable

Address:

If applicable

Website:

If applicable

Email:

Phone:

Name of event:

Contact name and mobile on day(s) of event:

Package	Ocean Room ~ 20 pax	Sky Room ~ 25 pax	Sun Room ~ 12 pax
* Room are subjected to availability	Price (Incl. GST)	Price (Incl. GST)	Price (Incl. GST)
Classroom – AM (9am – 1pm)	\$299.60	\$321.00	\$171.20
Classroom – PM (2pm – 6pm)	\$299.60	\$321.00	\$171.20
Classroom – Night (6pm – 10pm)	\$224.70	\$240.75	\$160.50
Day Package A (AM + PM)	\$513.60	\$556.40	\$299.60
<i>Per Hour Extension (Applicable only with existing valid bookings)</i>	\$96.30	\$101.65	\$64.20

\* Classroom setup includes tables and chairs, projections, Free WIFI and Flip charts.

I want to book with the booking dates (DD/MM/YY, separated by comma):

Estimated number of participants:

Special request (if any):

1. I wish to confirm the details of this booking form to be true and accurate.
2. I agree to the Conditions of Hire described in this document.

Applicant Signature and Name

## Conditions of Hire

Please read these Conditions of Hire carefully before you make the booking.

### BOOKING

- Applications for hiring premises for My Learning Lab (MLL) shall be made in writing and/or email to [enquiry@wablab.sg](mailto:enquiry@wablab.sg) to the Centre Manager of MLL on the Venue Hire Contract and Booking Form supplied from MLL.
- A deposit of 50% is required to confirm the booking. If the payment for the deposit is not received within five (5) working days before the booking start day, the booking will be automatically released. Booking of Hot Desk will be invoiced on a monthly basis.
- MLL may require the hirer at any time to supply a detailed written description of all activities to be conducted on the premises during the period of hire.
- The booking will not be considered effective by MLL until the specified deposit where applicable is received by MLL.

### CHARGES AND DEPOSITS

- The charges payable by the hirer shall be those set by MLL from time to time and will be those in force at the time of the hirer's use of premise(s).
- The hirer shall pay to MLL such deposit, and at such time, as MLL specifies.
- The hirer shall pay the balance of charges at such time as determined by MLL.

### CANCELLATION

- Where notice of cancellation is given by the hirer to MLL not less than TWO (2) calendar week before the booking start date, such notice must be given in writing and/or email to [enquiry@wablab.sg](mailto:enquiry@wablab.sg), and any deposit paid by the hirer shall be refunded by MLL.
- Where notice of cancellation is given less than TWO (2) calendar week before the time for which the premises are booked, any deposit paid by the hirer shall be considered by MLL to be forfeited.

### PUBLICITY

- The hirer shall not issue any advance publicity to the use of the premises before receipt of written confirmation of the hiring by MLL as referred to in these conditions of hire.
- The hirer shall not make any statement in any advertisement which directly or indirectly falsely implies that the use for which the premises are hired is conducted or promoted by MLL.
- The hirer shall not display any poster or advertisement in any part of the premises of MLL without prior approval from MLL.

### GOOD ORDER

- The hirer shall be responsible for the maintenance of good order in and around the premises during the period for which the premises are hired.
- The hirer shall comply with any instruction by any officer of MLL to the maintenance of good order and compliance with these conditions in and around the premises.

### DAMAGE TO PREMISES AND EQUIPMENT

- The hirer shall be responsible for leaving the premises clean and tidy at the conclusion of the hiring and MLL may carry out at the expense of the hirer such cleaning or other work as may be required to restore the premises to a satisfactory condition where applicable.
- Excepting fair wear and tear, the hirer shall be liable to MLL for any damage to premises, or any fittings, equipment, furniture, carpets or other property therein, which occurs during the period of the hiring.

### APPLICATION OF THE CONDITIONS OF HIRE

- MLL reserves the right to amend or delete any of the conditions of hire as outlined above or to add extra conditions provided that the hirer is notified prior to confirmation of the booking of any changes made to the conditions. The applications of the various conditions may therefore vary from hirer to hirer as MLL in its sole opinion considers necessary.

### PAYMENT

Please state the invoice number and/or your name/company when making payment.

Payment should be made by:

- Cheque: Crossed and made payable to "WAB Lab Pte Ltd".
- Internet Banking:
  - Bank Name: WAB LAB PTE. LTD.
  - Account Number: 712243740001
  - OCBC Bank Code: 7339
  - OCBC Branch Code: 712
  - OCBC Bank Swift Code: OCBCSGSG
- PayNow using SG QR Code >

