

Terms and Conditions

By engaging any of The Assembly Pte Ltd's event venues (hereinafter "Company"), you, the undersigned (hereinafter "Renter"), affirm that you have read, understand and agree to be bound by the following terms and conditions of this Agreement.

1. Reservations, Payment, Reschedules, Cancellation:

Reservation will only be confirmed when full payment is made. Payment can be made by Paynow or credit card. Company reserves the right to cancel any reservations by giving at least 14 days of notice. Payment in full must be made to the Company before Renter uses the space.

For rescheduling requests made between 30 and 23 Calendar days before the event date, a rescheduling fee of \$150 will be applicable. For rescheduling requests between 22-15 Calendar days before the event date, rescheduling fee of \$250 will be applicable. For rescheduling requests within 14 Calendar days (2 week) prior to the original booking date will not be entitled to any refund. The rescheduled date must fall within 6 months of the date of the rescheduling request.

For cancellations before 60 Calendar days prior to the event date will be entitled to a full refund. For cancellations between 31-59 Calendar days, renter is only entitled to 50% refund. For cancellations within 30 Calendar days as well as any no shows will not be entitled to any refund.

All cancellations that are eligible for a refund will be subjected to a 10% administrative fee of the paid amount. Cancellation notices must be approved by a Company employee in writing. Company reserves the right to refuse reservations at its sole discretion.

Force Majeure Clause: Any delay in or failure of performance by either party under this Agreement will not be considered a breach of this Agreement and will be excused to the extent caused by any occurrence beyond the reasonable control of such party including, but not limited to, acts of God, power outages and governmental restrictions.

2. Length of Use; Restoration:

Renter's rental time begins promptly at the designated starting time and ends promptly at the designated ending time. Renter must ensure all guests including renter evacuates by the designated ending time otherwise, there will be an additional charge applied for overtime, calculated on a prorated basis per minute and determined by the specific time slot it occurs in. Renter will ensure that all equipment and facilities are properly maintained without any physical or visual damage otherwise a fee will be imposed depending on the severity of the damage. We reserve the right to take legal action should the Renter refuse to pay for such damages.

Company does not guarantee the event venue will be available should the Renter wish to extend beyond the end time. Renter must vacate the space immediately if requested by any representative of the Company after the end of the rental period.

Renter are not allowed to move furniture & equipment without prior consent, except those explicitly mentioned under House Rules. Additional fees will be imposed in the event of such occurrences.

3. Terms of Use:

Use of lounge and Company equipment is at Renter's own risk. Renter hereby waives right to seek legal redress for mishaps, accidents, and/or loss while on Company premises. Renter agrees to hold harmless Company and Company's; owners, agents, representatives, and contractors acting on Company's behalf, from and against any loss or accident to Renter or anyone who accompanies Renter while on Company premises. Renter agrees to be solely responsible for the conduct and welfare of all persons accompanying or engaging Renter while on Company premises.

Renter agrees to hold harmless Company, and Company's; owners, agents, representatives, and anyone acting on behalf of Company, from and against any action, legal or otherwise, that results from Renter's conduct. Renter is solely responsible for verifying that all persons employed during Renter's rental period are of legal age for any and all activities performed while on Company grounds. Renter agrees that a Company representative can be present at any or all times while Renter is using a Company space.

Renter understands that if Company observes dangerous, pornographic, or negligent practices or activities on or in the vicinity of Company's premises, Company reserves the right to require Renter and members of Renter's party to vacate Company grounds immediately without refund. Company is not required nor assumes responsibility to act in such cases.

4. Equipment and Space:

Company is not liable for acts out of its control that affect usage of the space, such as, but not limited to; power outages, weather or emergencies.

5. Arbitration & Indemnity

Arbitration: If the parties are unable to resolve any controversy or claim arising under this Agreement, they agree to submit the dispute or claim to binding arbitration subject to the commercial arbitration rules of the Singapore International Arbitration Centre or the Small Claims Tribunal Centre depending on the amount. The parties further agree that any such controversy or claim shall be submitted to one arbitrator selected from the panels of arbitrators of the Singapore International Arbitration Centre, that they will faithfully observe this agreement and the Rules, that they will abide by and perform any award rendered by the arbitrator, and that a judgement of any court having jurisdiction may be entered on the award.

Indemnity: The Renter shall indemnify and hold harmless the Company from any and all claims, damages, fines, judgments, penalties, costs, liabilities or losses arising out of or in any way related to any contamination of the Premises in any manner for which the Renter is legally liable including, without limitation, any personal injury or property damage, a decrease in value of the Premises, damages caused by loss or restriction of rentable or usable space, or any damages caused by adverse impact on marketing of the space, any and all sums paid for settlement of claims and any lawyers, consultants, agents or experts fees.

6. Damage:

Renter shall be solely responsible for any damage or theft to Company's property or equipment that occurs during the time Renter or members of Renter's party occupy the space. Renter agrees to pay repair or replacement costs for any lost or damaged equipment. Renter agrees to pay for damages to the space including, but not limited to, spills, excessive wear & tear, marks or stains on furniture, fixtures or painted surfaces. Any item within the Company's inventory found missing after the rental period will result in replacement cost being assessed to Renter. Payment for damages must be made within 7 days after receipt of the damage invoice. Otherwise, the Company reserves the right to take legal action.

7. Smoking

Smoking is not permitted in the venue. If evidence of smoking exists, including but not limited to scent or residue, inside the venue, a restoration fee of \$250 will be imposed.

8. Children

The renter must be above the age of 18. All children on Company's premises must be supervised at all times.

9. Pets

Pets are not permitted in the space without prior written consent from a Company Employee.

10. Flame, Fire or Pyrotechnics

Open flame, fire and pyrotechnics are prohibited at all times anywhere on Company premises.

11. Personal Data Protection

We respect your privacy and are committed to protecting your personal information. We will only collect, use, and disclose your personal data in accordance with the Singapore Personal Data Protection Act (PDPA). We will not sell, trade, or rent your personal data to third parties.

12. External Equipment

Usage of any external equipment generating noise, odour, or fire pollution requires prior approval. This includes items such as speakers, cookers, BBQ pits, and similar devices.

Miscellany:

This Agreement incorporates the entire understanding and agreement for Renter and Company. Any waiver of a breach or default of this Agreement shall not be deemed a waiver of subsequent breach or default of either the same provision or any other provision of this Agreement. The internal laws of the Republic of Singapore, without regard for conflict of laws principles, shall govern this Agreement. Renter shall be fully responsible for ensuring that full payment is made pursuant to the terms of this Agreement.

