

Rules and Regulations in Jeffrey Cheah Hall

1. Declaration & Discussion

- Facilities Services Department needs to be informed fully on the event that intend to held such as nature of event, participants, activities, VIP list, vendor list, and etc.

2. Setup

- Facilities Services Department needs to be informed in the event the setup is carried out in advance. Organizer assumes entire responsibility to the goods/personal items kept in the premises. Facilities Services Department will not be responsible for any property loss, damage or claims on the goods.

3. Cleanliness

- Organizer must maintain the cleanliness of the hall at all times.
- Caterer needs to clean up the dining area and discard the trash into designated rubbish bins after event.
- All users are required to return the venues in the condition that it was given. Must keep the hall tidy and clean before leaving the area.

4. Placements of Banners / Buntings / Flag-lines / Promotional Materials

- Placement of the above materials must obtain prior approval from the Facilities Services Department. Facilities Services Department reserves the right to remove / dispose any of the said items that are placed without prior and proper approval.

5. Placements of Electrical Equipment/ Power Taping

- Using of the electrical equipment (e.g of PA system / lightings / any other types of electrical equipment / stage accessories etc) must be declared to Facilities Services Department and approval needs to be obtained before such equipment / accessories can be used. The voltage consumed by the respective electrical equipment need to be declared and listed as well.
- Any power taping must get approval and guidance from Maintenance team.

6. Decoration

- Any decoration must be declared to Facilities Services Department and approval needs to be obtained. Layout/floor plan of the event need to submit one week in advance.

7. Prohibited Practices

- The below activities are prohibited:
 - (i) Cooking
 - (ii) Decoration on wall in the hall
 - (iii) Smoking
 - (iv) Using smoke machine
 - (v) Candles

8. Banned Items includes

- Chewing gums, explosive materials, dangerous, hazardous, flammable, toxic substances, alcohol, illegal drugs, drug paraphernalia, offensive, pornographic, any item that may present a public hazard, expired or questionable medicine or pharmaceutical items or any other illegal item/items.
- The consumption of alcohol by vendor/student/organizer is prohibited. Illegal substances are strictly prohibited.

I, _____ (Name), would held my event in the Jeffrey Cheah Hall, I have read and agree with the Rules and Regulations stated. Facilities Services Department has the right to dismiss any event if any of the rules and regulations is not complied.

Signature

FULL NAME :
CONTACT NO :
Date :