FYIT (Singapore) Training Room Booking Form

TRAINING ROOM RENTAL RATES at 137 Cecil Street, #07-03, Singapore 069537,
Tel: 6222-5185; Fax: 6222-1575; email: admin@sit.edu.sg

Published Rates for Weekdays: Monday to Friday

<table>
<thead>
<tr>
<th>Room Type</th>
<th>Half Day (4 hrs)</th>
<th>Full Day (9 hrs)</th>
<th>Night (3 hrs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard Room</td>
<td>9am – 1pm / 2pm – 6pm</td>
<td>9am – 6pm</td>
<td>7pm – 10pm</td>
</tr>
<tr>
<td>(Up to 24 pax)</td>
<td>$220</td>
<td>$320</td>
<td>$220</td>
</tr>
<tr>
<td>Large Room</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Up to 48 pax)</td>
<td>$250</td>
<td>$450</td>
<td>$250</td>
</tr>
</tbody>
</table>

Published Rates for *Saturday* Only

<table>
<thead>
<tr>
<th>Room Type</th>
<th>Morning (4 hrs)</th>
<th>Full Day (9 hrs)</th>
<th>Afternoon (4 hrs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard Room</td>
<td>9am – 1pm</td>
<td>9am – 6pm</td>
<td>2pm – 6pm</td>
</tr>
<tr>
<td>(Up to 24 pax)</td>
<td>$220</td>
<td>$330</td>
<td>$230</td>
</tr>
<tr>
<td>Large Room</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Up to 48 pax)</td>
<td>$250</td>
<td>$465</td>
<td>$270</td>
</tr>
</tbody>
</table>

Notes:

i) All rates quoted above are subject to the prevailing GST.

ii) All training rooms are air-conditioned, carpeted and come with tables, chairs, whiteboard and LCD projector.

iii) All training rooms are arranged in classroom style, with wireless broadband facility.

iv) Rooms are for training / teaching only and not for gambling or any other unlawful purposes.

Terms & Conditions Governing the Booking & Use of the Facilities

The terms & conditions herein mentioned shall apply to all persons or organizations using FYIT (Singapore)'s facilities. "User" refers to any person or organization that rents & uses the facilities.

- All room(s) booking must be made in writing by completing Page 2 of our "FYIT (Singapore) Training Room Booking Form" and submitted to us in person, by email to admin@sit.edu.sg or Fax: 6222-1575.

- Only on receipt of completed booking form will the booking be recorded in our system.

- Please note: Booking is only confirmed when payment is made, else the booking is treated as unconfirmed and can be released to another party who makes payment.

Payment must reach us at least one week before the date of use.

- We only accept payment by cheque. Cheque should be made payable to: "FY Institute of Technology (Singapore) Pte Ltd".

- Bookings are not transferable. No refund will be given for cancellation of booking unless written notice is given at least 3 work days before the date of use.

- FYIT (Singapore) reserves the right to make changes to the rates without any prior notice.

- The User shall indemnify and keep indemnified FYIT (Singapore) in full from and against all losses and damages to the room/equipment and all property caused directly or indirectly by the User, its employees, contracted suppliers and/or their event/program participants and attendees.

- FYIT (Singapore) reserves the right to charge the user for any repair and rectification work.

- FYIT (Singapore) shall under no circumstances be liable to make good or accept responsibility or liability arising in respect of any damage or theft or loss of any property, goods, articles or things deposited in the rooms by the User or any other person in one way or another connected to the User.

- FYIT (Singapore) shall not be liable for any loss due to any breakdown of machinery, failure of supply of electricity, leakage of water, fire, government restriction, act of God which may cause the facilities to be temporarily closed, hiring interrupted or cancelled.

- Authorized FYIT (Singapore) personnel shall have the right at any time to attend & observe the User's event.

- The User should not use FYIT (Singapore)'s name in any way either directly or indirectly in its advertising, promotion or any other activities, other than for the purposes of providing the address of FYIT (Singapore).

- No nails, adhesive thumb-tacks and such like materials are allowed to be used on any part of the facilities, unless approved by FYIT (Singapore). If approved, the User shall be liable for any damage arising out of such use. Goods, equipment, furniture and such like articles should be properly handled and the User shall be liable for any damage to the floors or other parts of the facilities.

- In line with the laws of Singapore, smoking is strictly prohibited within the classrooms.

- Consumption of food and drink is NOT allowed inside the training and conference facilities.

- Room to be returned in original condition with tables in original layout and garbage cleared.

- FYIT (Singapore) reserves the right to refuse the rental of the facilities/equipment without explanation.
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Tel: 6222-5185; Fax: 6222-1575; email: admin@sit.edu.sg

Booking Details

Company Name: ________________________________
Address: ________________________________
Contact Person: ___________________________ Designation: ___________________________
Email: ___________________________ HP: ___________________________
Booking Date(s): ___________________________ No. of Pax: __________
Purpose: ________________________________

Time:  □ 9am – 6pm  □ 9am – 1pm  □ 2pm – 6pm  □ 7pm – 10pm

Room(s) Booked  □ Large Room: #07-01  □ Standard Room: #07-08

Special Request: ____________________________________________________________

I understand and agree to the Terms & Conditions stated above.

___________________________________   ____________________   ____________________
Name & NRIC No.                       Signature                   Date

CONSENT FORM

(Personal Data Protection Act 2012)

In compliance with the Personal Data Protection Act (2012), the need to protect your personal data as well as the requirement for organization to obtain and process data for training room enquires, room booking, room rental, and/or other service relevant to training rooms, we seek your clear and unambiguous consent to receive the related information on training room enquiry, room booking and room rental purpose from our institute.

I consent to FY Institute of Technology (Singapore) Pte. Ltd. to continue protecting, preserving and updating me on training room enquiry, room booking and room rental related information either through TELEPHONE, SMS/MMS, EMAIL, and/or any form of SOCIAL MEDIA applications.

______________________________   ____________________   ____________________
Signature                       Date
Name:

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