

RULES GOVERNING USE OF AREAS AND FACILITIES AT ANNEXE BUILDING OF MASJID SULTAN

TERMS AND CONDITIONS:

1. APPLICATION

- a. All applications are subject to the terms and conditions contained herein.
- b. Booking must be made online or via prescribed form. Confirmation of a request will be in the form of e-mail / voice call by mosque staff or the appointed Facility Manager, M/s Wedeco Event Management & Supplies (Wedeco EMS).
- c. All applications should be submitted **at least two (2) months prior to event date**. Application with less than 2 months is subjected to approval.
- d. The booking is strictly non-transferable. Each booking date is treated separately.

2. RENTAL

- a. The period of rental is between 8.00am to 10.00pm daily. No rental allowed between 12.00pm to 2.00pm on Friday.
- b. Minimum rental period for Auditorium is 4 hours. For other facilities, minimum rental period is 2 hours, except for Prayer Area for Solemnisation (Nikah) which is limited to only 1 hour.
- c. An additional charge of S\$30 per hour (for a minimum of 2 hours) will be imposed if staff is required to operate any equipment.

3. TERMS OF PAYMENT

- a. Basic rental charge for facility is computed based on rental rate as stipulated herein. All rates subject are subjected to a 7% GST:-
 - Auditorium @S\$750.00 per 4 hours' block. Every subsequent hour is S\$250.00.
 - Multi Purpose Hall @ S\$320.00 per 2 hours' block. Every subsequent hour is S\$200.00.
 - Classroom 1 @ S\$180.00 per 2 hours' block. Every subsequent hour is S\$100.00.
 - Conference Room @ S\$250.00 per 2 hours' block. Every subsequent hour is S\$150.00.
- b. A 50% payment is required to be made on confirmation with final payment 30 days prior to event date.
- c. Payment must be made in either a crossed cheque or postal order payable to Masjid Sultan Trust Fund or via the online portal (where available)

4. REFUND POLICIES

- a. No refund of rental shall be made for any period that is not made use of.
- b. No refund will be made unless the booking is cancelled by Masjid Sultan.

5. CANCELLATION

- a. Applicants may cancel their bookings by email.
- b. All cancellations will be levied as follows:-
 - More than three (3) months prior to event date > No Charge
 - Less than three (3) months prior to event date > 25% Charge
 - Less than one (1) month prior to event date > 50%
 - Less than two (2) weeks prior to event date > 100%

- c. Masjid Sultan reserves the right to cancel the booking, due to unforeseen circumstances, by giving one (1) month's notice to the applicant via email. In such circumstances, the amount paid will be fully refunded and applicant shall not have any further claims against Masjid Sultan.
- d. Masjid Sultan shall not be liable for any loss to the applicant by this cancellation.
- e. All fees quoted are subjected to a 7% GST.

6. USE OF MASJID SULTAN TITLE

- a. The applicant shall only use the address of Masjid Sultan for the sole purpose of indicating the location of the facility.
- b. The prohibition shall apply during the period of rental of the facility as well as at all times thereafter.
- c. The applicant shall not associate Masjid Sultan, its staff or Facility Manager with the activities unless with prior consent.

7. GENERAL

- a. The facilities should only be used for the purpose as stated in the application.
- b. Access to the use of the area and facilities will be granted according to the period of time as per booking. Any extension of time required must be informed prior and subject to availability and prevailing charges.
- c. Smoking is strictly prohibited within Masjid Sultan premises.
- d. No Disc Jockey / DJ music and equipment are allowed within the facilities unless with prior approval. Applicants are also prohibited from playing other than Islamic songs / Nasyid type music.
- e. Kompang and/or Hadrah group performance is limited to not more than 10 minutes and should not be too loud. This is to minimize disturbance to other Jamaahs in the mosque.
- f. No food is allowed inside all facilities except in designated area with prior approval and payment of fees.
- g. Sales of any materials, books, food and drinks etc are not allowed except in designated area and with prior approval and payment of fees.
- h. The stage backdrop banner shall not be more than 15ft by 3ft.
- i. No form of cooking is allowed inside the Masjid Sultan premises. Only re-heating is allowed and with prior approval.
- j. No washing or cleaning of crockery, pots, food warmers sets etc is allowed.
- k. Charges will be levied for use of water for the purpose of washing or cleaning of utensils only, such as cutlery, plates and cups. Such washing must be made at the designated area only.
- l. Food waste must be properly disposed in waste bags and into the allocated bin. No food waste is allowed to be disposed through the drains and/or water outlet. Applicant will be levied an amount of S\$500.00 for disposing such into the drains or water outlets.
- m. Waste disposal charges of S\$80.00 per standard bin will be levied for all events with F&B

8. LIABILITIES / RESPONSIBILITIES OF APPLICANT

- a. Applicant shall not temper with any electrical, PA system and other equipments belonging to Masjid Sultan. Applicant shall be held liable for the cost of repair to any damages to the facilities, furniture, fittings and equipment that may be incurred during the use of such facilities. All costs shall be deducted from the security deposit and shortages, if any, shall be paid to Masjid Sultan within 14 days of notification.
- b. Applicant shall be responsible for the arrangement of the layout and to seek approval for additional items and/or furniture required.

- c. The applicant shall conform to any fire safety precautions required and not obstruct the passageways, emergency exits, fire hoses and extinguishers in the facilities.
- d. Applicant shall not conduct any activities repugnant and contrary to Ahluss Sunnah Wal Jamaah principles, the Syariah or any activities inciting social, religious and racial disharmony. Masjid Sultan and its Facility Manager reserve the right to terminate and ask the applicant to cease such activities immediately. Applicant is advised to keep the noise level low at all times, especially during prayer calls.
- e. Where applicable, the Applicant shall seek prior approval/permit from the relevant authorities for foreign speakers and/or presenters which is required by Law. The Applicant shall ensure that the terms and conditions as stipulated by the authorities are fully complied. Applicant is also to provide Masjid Sultan or its Facility Manager with a copy of such approval/permit prior to event date.
- f. The Applicant shall be responsible for the supervision, safety, security and preservation of orderliness and decency in the facilities.
- g. Applicants shall be responsible for the behavior of their guest and congregation, including their dressing. Those with inappropriate dressing and/or unfavourable behavior may be asked to leave the premises and/or the event may be asked to stop.
- h. Applicant must inform and consult the Facility Manager if they wish to bring in any decoration, props, equipments, apparatus which will likely affect the present set up of the facilities.
- i. No nails, adhesives or tapes should be used on walls. Applicant shall keep the area tidy and dispose of any posters, banners, backdrop etc at the end of the event.
- j. A refundable deposit of S\$500.00 is required for wedding events and events taking place within the compound area.

9. INDEMNITY OF MASJID SULTAN AND ITS FACILITY MANAGER

- a. Masjid Sultan and/or its Facility Manager reserve the right to amend the terms and conditions of rental, with or without prior notice to the Applicant and at any time to impose any special conditions before allowing the applicant to use the area and its facilities.
- b. Masjid Sultan reserves the right to forfeit or deduct from the security deposit, if rules and regulations are not observed.
- c. Masjid Sultan may in its absolute discretion, grant, refuse or withdraw its approval for use of its facilities without giving any reason.
- d. Masjid Sultan and its Facility Manager shall not be liable for any loss due to any breakdown or unavailability of equipment, failure of supply of electricity, leakage of water, fire, Government restriction, act of terrorism, act of GOD, interruption or cancellation of supplies which may cause the facilities to be temporarily closed.