

RULES & REGULATIONS 租借规则

Booking

1. All booking of DES studio shall be made through the Booking application form obtainable from the DES Office
2. The applicant shall not sublet the studio to any third party.
3. DES reserves the right to accept or decline any booking of studio.
4. The studio will be opened for the applicant at the time booking commences. If the applicant exceeds the booking duration by 10 minutes, a full charge of an hour under "Subsequent 1 hour or part thereof" shall apply
5. All payment is to be made promptly. DES reserves the right to withhold any bookings until full payment is received.

Payment

1. The applicant shall make full payment within 3 days upon the date of booking.
2. All payment made is STRICTLY non-refundable.

Cancellation

1. DES reserves the rights to cancel any booking in view of its needs for its daily operations.
2. Any cancellation of a confirmed booking must be made in writing to DES.
3. Cancellation charges (based on the date of notice received by DES) are as follows:

<i>1 week notice or less</i>	<i>1 month notice or less</i>	<i>3 months notice or less</i>	<i>6 months notice or less</i>
<i>100% of charges</i>	<i>75% of charges</i>	<i>50% of charges</i>	<i>25% of charges</i>

Change Of Date And/Or Time

1. Any changes in date and/or time requested by the applicant shall be made at least two weeks in advance from the original booking date.
2. In the event that the request for change of date and/or time is not being approved, the original confirmed date and/or time of booking shall apply. Otherwise, cancellation charges shall still apply.
3. The applicant shall inform DES if there is any change in booking no later than 24 hours before the booking to avoid charges.

Responsibility of the Applicant

1. The applicant shall obtain permission from DES for the use of any nails, adhesives, thumb-tacks or such materials on any part of the facilities or properties of DES.
2. DES shall not be responsible or liable for any damage or loss of property misplaced by the applicant.
3. The applicant shall be liable to compensate DES for any damage done to the properties, fitting and equipments belonging to DES
4. DES reserves the right to change any of the rules & regulations without prior notice.



DES RENTAL OF FACILITIES 聚舞坊课室租借 (DANCE STUDIOS)

**Rates are accurate as of January 2022*



DANCE ENSEMBLE SINGAPORE LTD
60 Waterloo Street Singapore 187957
Tel: 6334 7192 Fax: 6334 7193
E-mail: desarts@des.org.sg
Website: www.des.org.sg

Fa Zhao Xuan 法照轩 (Level 1)

* Dimensions: 7m x 16m <Capacity: 20 pax>



Charges	Non-Arts Group	Arts Group
First 2 hours	\$200	\$160
Every subsequent hour or part thereof	\$120	\$90

Booking Hours: Mon-Fri (4-6pm / 7-9pm), Weekends (after 4pm)

Blue Mat (Outdoor)

* Dimensions: 9m x 10m <Capacity: 20 pax>



Charges	Non-Arts Group	Arts Group
First 2 hours	\$180	\$160
Every subsequent hour or part thereof	\$90	\$80

Booking Hours: Mon-Fri (4-6pm / 7-9pm), Weekends (after 4pm)

Studio 3-4 (Level 2), Studio 5-6 (Level 3), Studio 7-8 (Level 4)

* Dimensions: 7m x 16m <Capacity: 12 pax>



Charges	Non-Arts Group	Arts Group
First 2 hours	\$140	\$110
Every subsequent hour or part thereof	\$ 80	\$ 60

Booking Hours: Mon-Fri (4-6pm / 7-9pm), Weekends (after 4pm)

Lusin Studio 吕振万艺术苑 (Level 2)

* Dimensions: 9m x 10m <Capacity: 30 pax>



Charges	Non-Arts Group	Arts Group
First 2 hours	\$240	\$200
Every subsequent hour or part thereof	\$120	\$100

Booking Hours: Mon-Fri (4-6pm / 7-9pm), Weekends (after 4pm)

DES FACILITY BOOKING TERMS & CONDITIONS

1. Facilities

- Booking hours are available from Monday to Friday (4-6pm and/or 7-9pm), and weekends after 4pm, subjected to the schedule of Dance Ensemble Singapore (DES) and availability of the studios.
- The applicant and his/her organisation shall not sublet the studio to any third party.
- DES reserves the rights to accept or decline any booking of facilities.
- DES reserves the rights to change, amend, modify, suspend, continue or terminate all or bookings at any time without prior notice.
- The booked studio will be opened for the applicant prior to the commencement of the booking time. If the applicant and his/her organisation exceed the use of the booked facility by 10 minutes or more, a full charge of an hour under “Subsequent 1 hour or part thereof” shall apply.
- All payment is to be made promptly. DES reserves the rights to withhold any bookings until full payment is received.

2. Payment

- The applicant and his/her organisation shall make full payment within three (3) days upon the date of booking.
- All payment made is STRICTLY non-refundable.

3. Cancellation

- DES reserves the rights to change, amend, modify, suspend, continue or terminate all or bookings at any time without prior notice, in view of its needs for daily operations.
- Any cancellation of a confirmed booking by the applicant and his/her organisation must be made in writing to DES.
- Cancellation charges (based on date of notice received by DES) are as follow:

1 week notice or less	1 months notice or less	3 months notice or less	6 months notice or less
100% charge	75% charge	50% charge	25% charge

4. Amendment of booking date / time

- Any changes in date and/or time of booking requested by the applicant and his/her organisation shall be made at least two (2) weeks in advance from the original booking date.
- In the event that the request for change of date and/or time is not approved, the original confirmed date and/or time of booking shall apply. Otherwise, cancellation charges shall apply.
- The applicant and his/her organisation shall inform DES if there are any changes in booking by no later than 24 hours before the original confirmed booking time in order to avoid charges.

5. Responsibility of the Applicant

- The applicant and his/her organisation shall obtain permission from DES for the use of any nails, adhesives, thumbtacks or such materials on any part of the facilities or properties of DES.
- DES shall not be responsible or liable for any injuries, damages and/or loss of property misplaced by the applicant and his/her organisation.
- The applicant and his/her organisation shall be liable to compensate DES for any damages done to the facilities, properties, fitting and equipment belonging to DES.
- The applicant is held completely responsible for the cleanliness within the school compounds and the immediate vicinity. All trash bags have to be disposed of in the green bin outside the school. Any governmental fines on DES for the mishandling of trash during the rental period will be fully imposed on and borne by the applicant and his/her organisation.
- DES reserves the right to change, amend and/or modify any of the above terms and conditions without prior notice.

Name & Signature of Applicant

Date

Rules & Regulation for Using DES Premises during COVID-19

Name/Company:	
Contact No.:	
Date(s) of Use:	
<p>1. BASIC DISTANCING RULES</p> <ul style="list-style-type: none"> • All classes, courses and workshops must not involve any element of singing and voice training, and must adhere to the following requirements: <ul style="list-style-type: none"> • Limit group size to no more than five participants (excluding one instructor). • More than one group of five may be permitted in the same room, as long as there is: <ul style="list-style-type: none"> ○ At least 1 metre spacing between all groups; ○ No physical interaction or intermingling between different groups; ○ No more than 50 persons in a single room, and subject to the facility and density cap in the bullet point below. • Masks should be worn as a default, except for instructors who may wear face shields only if teaching, and if remaining seated or standing generally in a fixed position at least 1 metre from others; • Sharing of all other equipment (e.g. props, musical instruments and microphones) should be avoided as far as possible. If this cannot be done, the equipment should be thoroughly cleaned and/or disinfected before handled or used by others. • All surfaces are to be thoroughly cleaned and/or disinfected between classes and workshops. • Participants should maintain at least 2 metres safe distance from others, and try to minimise physical contact as much as possible; <ul style="list-style-type: none"> • There should be a minimum of 3 metres spacing between each group/class, if more than one group/class is using the same venue. <p>2. VISITOR REGISTRATION</p> <ul style="list-style-type: none"> • All visitors are to register themselves via SafeEntry. Temperatures and contact details will also be recorded for contact tracing measures. • All visitors who is unwell or exhibits symptoms such as fever, runny nose, sore throat, etc. will be turned away and be advised to seek medical treatment. <p>3. MINIMISE SOCIALIZING</p> <ul style="list-style-type: none"> • All participants are not allowed to socialise or congregate in groups, including during meals or breaks. <p>4. OBSERVING GOOD PERSONAL HYGIENE</p> <ul style="list-style-type: none"> • Participants are to observe good personal hygiene, e.g. wash their hands regularly and refrain from touching their face. <p>5. DIGITAL PRODUCTION AND REHEARSALS</p> <ul style="list-style-type: none"> • Arts and culture companies may use DES premises for digital productions and recording of courses and performances, as well as rehearsals without audiences. These activities must adhere to the following requirements: 	

- Limit the total number of persons (cast and crew) to 10.
- Of the total number, a maximum of 5 persons may be unmasked at any point in time, and only when necessary (e.g. for “live” singing, playing of wind or brass instruments or other instruments that require intentional expulsion of air, or when performing strenuous activities like dancing).
- All persons should maintain at least 1 metre safe distance from others. Additionally:
 - All unmasked persons should maintain at least 2 metres safe distance from others, and to try to minimise physical contact as much as possible.
 - Musicians playing instruments that require intentional expulsion of air should not sit directly opposite from others.

6. NON-DISCLOSURE

- Any rehearsal footages must not be posted on social media (i.e. Facebook, Instagram, Youtube, Twitter, etc.) and can only be used for personal archival purposes.

I understand the above rules and regulations and will fully cooperate.

Signature

Date

DES Facility Booking Form

- Note:
1. Please read the 'Terms and Conditions' before submission of this form.
 2. All cheques are to be crossed and made payable to 'Dance Ensemble Singapore Ltd'.
 3. DES reserves the rights to change, amend, modify, suspend, continue or terminate all or bookings at any time without prior notice.

Applicant Particulars (as in NRIC / Passport)

Dr/Mr/Mdm/Mrs/Miss:

NRIC No. / Passport No.:

Name of Organisation (if applicable):

Contact No.

Home / Company Address:

Company Tel & Fax:

Applicant's Designation:

Have you ever rented DES facilities before?

(*please indicate) *Yes / No

Facility Name	Rental Charges				Rental Date & Time	Duration per use	Total Amount
	Non-Arts Group		*Arts Group				
	First 2 Hours	Subsequent 1 hour or part thereof	First 2 Hours	Subsequent 1 hour or part thereof			
Fa Zhao Xuan	\$200	\$120	\$160	\$90			
Lusin Studio	\$240	\$120	\$200	\$100			
Studio 3-8 (Lvl 2, 3,4)	\$140	\$80	\$110	\$60			
Blue Mat (Outdoor)	\$180	\$90	\$160	\$80			
(*registered non-profit arts organisations/charity)						Sub Total:	\$
						Discount (if applicable):	\$
						Grand Total:	\$

I agree and accept the terms and conditions stipulated by Dance Ensemble Singapore (DES).

Name & Signature of Applicant

Date

For Official Use

Price Quoted:	Amount Paid:	Receipt No.:
Time Extended:	Amount Paid:	Receipt No.:

DES In-Charge Name & Signature

Date