



APPLICATION FOR HIRING FACILITIES AT INNOCENTRE

Attn To: Event Vetting Committee - InnoCentre

DATE: _____

**Information which must be supplied*

***Event Name:** _____

***Brief Description:**

(Nature, Number of invitees expected; Public vs Private; Sponsors/Strategic/Partners; & Duration of event etc.)

Name of Company:	_____		
Contact Person:	_____	Position:	_____
Telephone:	_____	Mobile Number:	_____
Email Contact:	_____		
Address:	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>		

A) *Area(s) Selected: (Please refer to floor plan attached)

- | | | | | |
|--------------------------------------|-------------------------------------|-------------------------------------|----------------------------------|---|
| <input type="checkbox"/> Atrium | <input type="checkbox"/> Chamber 1A | <input type="checkbox"/> Chamber 1B | <input type="checkbox"/> Foyer A | Meeting Room <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 |
| <input type="checkbox"/> Whole Floor | <input type="checkbox"/> Chamber 2A | <input type="checkbox"/> Chamber 2B | <input type="checkbox"/> Foyer B | Classroom # _____ Others _____ |

*Event Date: _____ <input type="checkbox"/> days Setup Date: _____ <input type="checkbox"/> days Dismantling Date: _____ <input type="checkbox"/> days	Hours from: _____ to _____ Hours from: _____ to _____ Hours from: _____ to _____ Mobile Contact: _____ Contractor Mobile: _____ Contractor Mobile: _____ Caterer Mobile: _____
Primary Co-ordinator: _____ Contractor: _____ Contractor: _____ Caterer(if any): _____	

B) You are required to submit this application with the following information

- * Tentative/final program rundown
- * Tentative/final layout, visual concept and setup plans

Reasons for not accepting or invalidating this application:

- I. The Event Vetting Committee reserves the right to refuse an application if it is deemed not in line with the goals and objectives of InnoCentre. The applicant will be informed within 2 weeks from the date of application.
- II. A confirmation order will be sent to you after approval. Please return the signed confirmation order within two weeks from date of receipt. Should this not being complied, the management of InnoCentre reserves the right to cancel out the booking, and assign the next party in line.
- III. Failure to provide fundamental information such as event content, details, and program to InnoCentre prior to event.
- IV. The event content is inconsistent with the plans approved by the Event Vetting Committee initially or containing elements which may cause disturbances or risks to the InnoCentre environment. **The InnoCentre reserves the right to refuse the execution of such an event, in terms of its quality and appropriateness, at any point of time.**
- V. Failure to pay the appropriate license fees and other charges within the deadline given.

Approved by Chairman - Event Vetting Committee