

**APPLICATION FOR THE USE OF OPEN SPACE AT LOBBY A**

TO BE COMPLETED BY APPLICANT		
Name		
Company Name		
Address		
Email		
Contact No.	Office:	Mobile:
Duration	From:	To:
Location		
Proposed Usage		

**CHARGES: (1) OCCUPIER - \$120 (Subjected to GST) PER DAY**  
**(2) NON-OCCUPIER - \$150 (Subjected to GST) PER DAY**

**DEPOSIT: \$200**

**Payment can be made via Interbank Transfer, PayNow to UEN: T02MC2719D or scan PayNow QR**



I/We consent to the collection of my/our Personal/Company Data for the above purpose.

I/We agree to abide by the Terms and Conditions governing the use of the Open Space at Lobby A.

\_\_\_\_\_  
Name and Signature /Company Stamp

\_\_\_\_\_  
Date

**FOR OFFICIAL USE**

Processed By		Date	
Approved By		Date	
Amount Collected		Date	
Receipt No			
Remarks			

## **TERMS AND CONDITIONS FOR THE USE OF OPEN SPACE AT LOBBY A**

### **1. Application**

- a. The rental fees for the use of Open Space at Lobby A is **\$120/\$150 (subjected to prevailing GST) per day for Occupiers/Non-Occupiers** of Ubi Techpark respectively.
- b. There is a refundable security deposit of \$200.
- c. Application may be made in person at the Management Office during office hours or through email.
- d. All approved application must be paid in full.
- e. Priority will be given to Occupiers of Ubi Techpark.
- f. Submission of Incomplete application will be rejected.
- g. No reservation is allowed.
- h. Failure to comply with the terms and condition will result in immediate cancellation of approval.
- i. Once application is approved, change of dates is not allowed.
- j. Applications are non-transferrable and non-assignable.

### **2. Cancellation Charges**

- a. Payment made will be forfeited should there be cancellation of the booking.

### **3. Duration**

- a. Minimum duration of 1 day rental is required.

### **4. Official Receipt**

- a. Official Receipt will be issued for payment made upon approval of application.
- b. Applicants are requested to produce the official receipts to the Security Officer(s) or the Management Staff when requested, for verification.

### **5. Use of Open Space at Lobby A**

- a. Operational hours: 8.30am to 5.30pm
- b. Applicants are allowed to set up an hour prior to opening time.
- c. The Management reserves the right to revoke the approval should there be any unauthorized trade or item(s).
- d. Applicants are not allowed to extend the operational hours or operate outside the designated area, failing which, action will be taken and debarment from future application for repeated non-compliance.