

## NACLI CAMPUS FACILITIES

### Halls and Auditorium



#### Multi-purpose Hall

Theatre Setting: 200 pax  
Cluster Setting: 100 pax



#### Brickworks Auditorium

Theatre Setting: 300 pax

### Training Facilities



#### Thinking Terrace

Theatre Setting: 50 pax  
Cluster Setting: 30 pax



#### Tanah Merah Rooms

Theatre Setting: 50 pax  
Cluster Setting: 30 pax

## Accommodation & Retreat Facilities



**Brani/Tekong Rooms**

4 bedded



**Pasir Panjang Rooms**

5 bedded



**Thematic Lodges**

9 bedded

For enquiries, please email to [nacli@pa.gov.sg](mailto:nacli@pa.gov.sg). We will endeavour to respond to your email within three working days. During periods when we have high volume of enquiries, we greatly appreciate your patience.

## Rental Rates

With effect from 1 February 2020

Facility	Rental Rates
<b><u>Halls &amp; Auditorium</u></b>	
	<b><u>Per 4 Hour Block</u></b>
Brickworks Auditorium*	S\$ 1,090.00
Multi-purpose Hall @ Brickworks*	S\$ 720.00
* Surcharge of \$200 is applicable for engagement of standby AV technician during office hours. Additional surcharge of \$161.20 applies for standby AV technician for bookings after office hours and during weekends.	
<b><u>Training Facilities</u></b>	
	<b><u>Per 4 Hour Block</u></b>
Thinking Terrace Rooms	S\$360.00
Tanah Merah Rooms	S\$360.00
<b><u>Accommodation Facilities</u></b>	
	<b><u>Per Room, Per Night</u></b>
Brani/Tekong Rooms (4 bedded)	S\$150.00
Pasir Panjang Rooms (5 bedded)	S\$180.00
Thematic Lodges (9 bedded)	S\$240.00

- All rates exclude Goods & Services Tax (GST).
- 20% surcharge applies for all bookings after office hours and during weekends, except for accommodation facilities.
- No bookings will be accepted on Public Holidays.
- Bookings are open 3 months in advance and subject to availability.
- Viewing of facilities is strictly by appointment only.
- All soft-bookings must be confirmed in writing **at least 30 days from the date of the event**. NACLI reserves the right to release soft-booking of facilities should no confirmation in writing be received from the client by the stipulated deadline.
- Cancellation charges may apply in the event of late notice i.e. within **14 days** from the event date

### RENTAL ENQUIRY FORM

Please fill up the form and email to [nacli@pa.gov.sg](mailto:nacli@pa.gov.sg). Please allow us at least 3 working days to check availability and respond to your email.

<b>Name</b>	
<b>Organisation</b>	
<b>Brief background on your Organisation</b>	

<b>Event Title</b>	
<b>Event Date</b>	
<b>Purpose of Event</b>	
<b>Programme Outline</b>	

<b>No. of Pax</b>	
<b>Profile and background of Participants</b>	

<b>Facilities Required</b>	
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## Rules and Regulations

### Campus

1. All activities must be conducted within the rented facilities only. No organised activities are allowed beyond the rented premises.
2. Participants, occupants and all visitors are expected to strictly observe the following prohibitions during their stay at the campus:
  - a) Consumption of alcoholic drinks;
  - b) Gambling and other illegal activities;
  - c) Pets;
  - d) Plucking of fruits, cutting of flowers and plants and removal of potted plants;
  - e) Tying of ropes/banners to any fixture or trees;
  - f) Skating devices and bicycles; and
  - g) Unauthorised use of facilities, common spaces and teambuilding elements.
3. Smoking within campus (except for the designated smoking area) is strictly prohibited by law. Once the smoke detector is triggered a minimum of \$300 will be imposed, in addition to the penalty imposed by the National Environment Agency (NEA).
4. Musical instruments and audio-visual equipment should not be played aloud at common areas.
5. The following conditions on religious practices must be observed by all users of our campus facilities:
  - a) The facilities can only be used for the purpose stated in the application form.
  - b) No partisan activities, in whatever form is allowed in the campus.
  - c) Religious events must be carried out within the confines of the booked facilities and must not offend other religious groups;
  - d) Display of religious artefacts/banners/signs are not permitted within the campus; and
  - e) Preaching and promotion of any religion to others are disallowed
6. Use of Energy Square (basketball court) for leisure activities is allowed up to 9.00pm. Priority of use will be given to NACLI's course participants.
7. Request for use common outdoor space is capped at two hours for each day of booking of our training facility subject to availability and prior approval from our Management.
8. Prior approval must be sought in writing from NACLI for the following:
  - a) Hanging of banners, posters or signage;
  - b) Installation of any audio and lighting systems, fitting or instruments;
  - c) Use of photographs or video footage of the Institute for publicity or any published articles; and
  - d) Sale of goods and services.

### **Security**

9. As a form of identification, occupants must carry their keycards (with validity stickers) with them at all times while in the campus. Valid keycard must be produced as a form of identification when returning to the campus.
10. For security purposes, the main gate will be closed at 1130pm. Residential participants are advised to return to campus by 11.30pm.
11. Visitors of stay-in occupants must be registered at the guardhouse and are not permitted into the accommodation rooms at all times. Strictly no visitors should be within the campus compound after 10.30pm.
12. The Night Duty Officer, Security Guard or any authorised personnel of NACLI reserve the right to refuse admittance to any person or occupant who display unruly behaviour at any time.
13. Vehicles may be parked at NACLI designated parking areas only. NACLI is not liable to any theft or damages to vehicle parked in the campus grounds. The list of vehicles parking overnight in the campus must be submitted upon confirmation of booking.
14. A namelist of all participants/occupants must be produced as and when requested.

### **Supply of Food**

15. Food and drinks must be catered from NACLI appointed in-house Halal caterer.
16. There will be a food delivery charge incurred, as the kitchen operations are outside of the campus.

### **Damages**

17. Occupants shall be liable for any damage or loss to NACLI properties arising from the use of our facilities. NACLI reserves the right to claim compensation for any damage or loss.

### **Exclusion of Liability**

18. NACLI shall not be responsible for any loss or damage to property belonging to the occupants.
19. NACLI shall not be liable for any injury, death or accidents whatsoever, within the Institute's premises.



### **Emergency**

20. In case of emergency, please contact the following:

#### Office Hours

8.30am - 5.30pm (Mon-Fri) : Staff at NACLI Central  
After Office Hours : Security Guard

#### Contact Telephone Numbers

NACLI Main Line : 6672 5200  
Managing Agent : 6672 5277 or 6672 5278  
Security Guard : 6479 7434

### **Violation of Rules and Regulations**

21. Anyone found violating any of the rules and regulations may be asked to leave the campus immediately and may be barred from using NACLI facilities in future.
22. NACLI reserves the right to take appropriate action against the occupants and campus users for misuse of any of the facilities.

### **Accommodation**

23. Check-in and check-out times are as follows:
  - Check-in: Between 2.00pm and 5.00pm
  - Check-out: Before 10.00am
24. NACLI reserves the right to levy a full day charge for check-out after 10.00am.
25. Occupants are required to complete a facilities self-check of room(s) assigned using the checklist provided upon check-in. The completed checklist MUST be deposited into the facilities dropbox at the ground floor of each accommodation block on the day of check-in. NACLI reserves the right to claim compensation for any damage or loss of items provided in the accommodation room.
26. No meals are to be consumed in the accommodation rooms.
27. Occupants are not allowed to enter rooms of the opposite gender at all times.
28. When necessary, any authorised NACLI personnel may enter the accommodation rooms for inspection or to attend to incident.
29. Lights out at 11.30pm must be strictly observed.

### Training Rooms/Auditorium/Multi-Purpose Hall

30. Use of facilities must end by the agreed booking duration and no unauthorised person is allowed in the campus grounds beyond the booking hours.
31. The Applicant and/or his personnel are not allowed to handle the lighting and audio-visual equipment in the auditorium and multi-purpose hall.
32. The Applicant and/or his personnel shall be given set-up and clearing up time of not more than one hour immediately before and after the rental period. Rental will be charged accordingly for extended rehearsal time and/or for clearing up.
33. All items belonging to the Applicant, his personnel or agents/suppliers must be removed after the rental period. Failing which, additional rental will be charged accordingly.
34. NACLI reserves the right to remove/dispose the items left by the Applicant, his personnel and/or agents/suppliers after the clearing up period. A surcharge of \$500 will be imposed on the Applicant in the event that NACLI has to undertake the removal/disposal of these items.
35. NACLI technician will be on standby during the rental period for the use of the auditorium and multi-purpose hall at a chargeable fee of \$200. Request for extension of technician assistance is subject to availability and will be charged accordingly.
36. No electrical apparatus or fitting of any kind shall be altered, attached to or used in conjunction with the existing switchgears or electrical fitting without permission of the Institute.
37. If additional equipment is required, the Applicant shall arrange for them at his own expense and be liable for any cost of repair/replacement of NACLI equipment if damaged.
38. Food and beverages shall be consumed only in the Dining Hall or other areas as designated by NACLI.
39. Use of screws, nails, adhesives and any devices that may likely damage walls, floors, ceilings or any part of the auditorium or its ancillary premises is strictly not allowed.
40. For transporting heavy loads, trolleys with rubber castors must be used.
41. All passageways and exit points must be kept clear at all times.
42. The Applicant shall be responsible for obtaining necessary permits from the relevant authorities, if required e.g. from the Public Entertainment Licence Unit, Composer and Authors Society of Singapore (COMPASS) and etc.



**Documents/information to be submitted**

- 43. An event/activity programme run-down list must be submitted together upon booking.
- 44. Confirmed name list of participants must be submitted at least two weeks prior to date of event.

**Others**

- 45. NACLI reserves the right to cancel any bookings due to unforeseen circumstances.
- 46. NACLI reserves the right to suspend or change its rules and regulations without prior notice.