

EVENT VENUES RATES & CHECKLIST FOR 2018/2019

OUTDOOR VENUE	AREA (Approximate)	DAILY RENTAL FEES* (SGD)	
		Monday - Thursday	Friday – Sunday & Public Holidays
Clifford Square	21,000 sq ft	\$ 8,500	\$ 12,000
The Fullerton Waterboat House Lower Roof Deck	1,200 sq ft	\$4,000	\$ 6,000
One Fullerton Roof Top	3,000 sq ft	\$ 4,000	\$ 6,000

Security Deposit[^] : \$ 5,000
(mandatory)

Clifford Square Others

Cleaning Fee : \$ 680 \$ 500 (Light⁺ Use)
(mandatory) \$ 850 \$ 650 (Heavy[#] Use)

Rubbish Disposal[&] : \$ 450

Movement of Planters : \$ 500
(optional)

DB Box Rental : \$ 300

Power Supply

100 Amp : \$ 300 (per point, per day)

63 Amp : \$ 200 (per point, per day)

32 Amp : \$ 100 (per point, per day)

Water Supply : \$ 150 (per point, per day)

* Rates are subject to GST.

[^] Any damage (ie: tile damage, permanent stain, etc) will be deducted from the security deposit.

⁺ Light Use refers to placing of sculptures, simple events and exhibitions.

[#] Heavy Use refers to F&B related events.

[&] The cost will be charged if open-top rubbish bin is required for rubbish disposal.

CHECKLIST

NO.	REQUIREMENTS	SELF CHECK ✓ / ✗
1	Event License Agreement: To be signed and payment made at least 3 weeks before event	
2	Submission of events set-up/layout plan and clearly showing the details of any temporary structures to be erected for assessment and approval (to be submitted 2 weeks in advance)	
3	Third Party Liability insurance minimum \$1 million, to nominate the building management as one of the insured beneficiary i) Precious Quay Pte Ltd (Clifford Pier, The Fullerton Bay Hotel, Customs House) ii) Precious Treasure Pte Ltd (One Fullerton, Merlion Park, The Fullerton hotel) iii) Precious Land Pte Ltd (The Waterboat House)	
4	Handing over inspection of events space before event set-up date	
5	Taking over inspection of events space after set-up demobilisation completes	
6	No form of anchoring is allowed on the heritage structure at the premises	
7	Set-up timings (kindly be informed that no delivery is permitted during meal hours 1130hrs - 1430 hrs and 1800hrs till 2100hrs). Minor setup can be done.	
8	Set-up schedule and workers'namelist to be forwarded to us at least 2 weeks before commencement of setup	
9	No loud music and noisy works after 2200hrs	
10	Laying of canvas / protection sheets on the grounds at the food preparation premise to protect the tiles from oil / food spillage	

NO.	APPLICATION OF LICENSES & PROFESSIONAL ENGINEERS ENDORSEMENT	SELF CHECK ✓ / ✗
11	SCDF temporary change of use permit for all outdoor and indoor events (Authority's application process takes min 1 week)	
12	PE endorsement for all temporary structures erected (Tent, stage, backdrops, overhead structures, tall structures exceeding 2 metres (subject to renew of plans) and heavy structures must comply within the building's permissible structural loading (structural loadings to be advised upon request) Tentage, stage or structures must have base protection to distribute the load and to avoid staining or damaging the flooring. Endorsement of layout must be supported by PE calculations	
13	License Electrical Worker's (LEW) certificate of compliance (COC) endorsement for all electrical installations including Generators (please send us single line diagram)	
14	Public entertainment and COMPASS licenses (Live music or live entertainment)	
15	NEA food handling license (not required if catering from The Fullerton Bay Hotel and The Fullerton Hotel Singapore or our tenants)	
16	Submission of risk assessment for all events management and set-up/demobilisation process (Statutory Requirement by Building Control Authority)	
17	Any other necessary additional safety requirements to be advised after review of the set-up/layout plans	

We seek your understanding and full compliance on the above events and statutory requirements, with the intention to safeguard the interests of both the tenant and management.

The nearest car parks would be at One Fullerton, NTUC Building and OUE Bayfront. Complimentary parking at One Fullerton will be offered for events where food is catered from The Fullerton Hotel Singapore or The Fullerton Bay Hotel Singapore, with the number of complimentary coupons being capped at 20% of total number of guests for the event, subject to availability on date of event.