



**CENTER FOR AMERICAN EDUCATION (CAE)
RENTAL OF FACILITIES**

Classroom Rental Rates

Classroom No.	Capacity	Rental Duration		
		2 hrs	4 hrs	8 hrs
#02-06	20 pax	S\$85.60	S\$160.50	S\$299.60
#02-04A	28 pax	S\$107.00	S\$192.60	S\$374.50
#02-07	30 pax	S\$107.00	S\$192.60	S\$374.50
#02-03	40 pax	S\$128.40	S\$235.40	S\$449.40
#02-05	60 pax	S\$149.80	S\$288.90	S\$535.00

Equipment Rental Rates

Equipment	Rental Duration		
	2 hrs	4 hrs	8 hrs
Portable audio cassette, CD player	S\$21.40	S\$32.10	S\$42.80
Television with VCR/DVD/VCD	S\$42.80	S\$85.60	S\$128.40
LCD projector	S\$85.60	S\$128.40	S\$214.00

Note:

- All the rooms above will come with the following equipment free of charge:
 - Overhead projector
 - Overhead projector screen
 - Whiteboard
- The capacity figures are based on a fully-seated audience with tables. Capacity could be increased if tables are not required.
- Above rates are quoted for weekday rentals. Weekend rentals are subject to a 15% surcharge. Weekends refer to Sat, Sun and public holidays.
- All rates listed above are inclusive of GST.

Terms & conditions governing the use of the facilities

The terms and conditions herein mentioned shall apply to all persons or organizations using CAE's facilities. "User" refers to any person or organization that rents and uses the facilities.

- There will no refund for cancellation of bookings made within 3 days of the booked date for the facilities. A 50% refund will be given otherwise.
- All bookings are non-transferable.
- Bookings must be made at least 2 weeks in advance and subject to availability.
- A minimum of 2 hrs of booking is required and full payment must be made 3 days before the booked date.
- CAE reserves the right to make changes to the rates without any prior notice.
- The User shall indemnify and keep indemnified CAE in full from and against all losses and damages to the room / equipment and all property caused directly or indirectly by the User, its employees or contracted suppliers. CAE shall bill the user for any repair and rectification work.
- CAE shall under no circumstances be liable to make good or accept responsibility or liability arising in respect of any damage or theft or loss of any property, goods, articles or things deposited in the rooms by the User or any other person in one way or another connected to the User.

- CAE shall not be liable for any loss due to any breakdown of machinery, failure of supply of electricity, leakage of water, fire, government restriction, act of God which may cause the facilities to be temporarily closed, hiring interrupted or cancelled.
- Authorized CAE personnel shall have the right at any time to attend and observe the User's event.
- The User should not use CAE's name in any way either directly or indirectly in its advertising, promotion or any other activities, other than for the purposes of providing the address of CAE.
- No nails, adhesive thumb-tacks and such like materials are allowed to be used on any part of the facilities, unless approved by CAE. If approved, the User shall be liable for any damage arising out of such use. Goods, equipment, furniture and such like articles should be properly handled and the User shall be liable for any damage to the floors or other parts of the facilities.
- Smoking is strictly prohibited within the classrooms.
- Consumption of food and drink is **NOT** allowed inside the training and conference facilities.
- CAE reserves the right to refuse the rental of the facilities/equipment without explanation.

Booking Details

Company name : _____
 (if applicable)
 Contact person : _____
 Contact number : _____
 Booking date(s) : _____
 Booking time : _____
 Room for booking : _____
 No. of pax : _____
 Purpose : _____

Remarks or special requests:

I understand and agree to the terms & conditions stated above.

Name / Signature / Date

Rental of facilities approved by:

Name / Signature / Date