



TEMASEK SHOPHOUSE

VENUE USAGE APPLICATION FORM

	DATE OF APPLICATION	<i>Application needs to be submitted in accordance with the timelines set out in paragraph 2 below of the Venue usage application terms and conditions.</i>		
EVENT PLANNER(S)	NAME OF APPLICANT (please provide full name of organisation/individual)	<i>[Please provide full name of organisation/individual].</i>		
	TYPE OF ORGANISATION	Temasek & Temasek Shophouse residents Government & Statutory boards Civil Societies (Non-profit, charities, social enterprise, etc) <i>[Please indicate if your organisation is an approved IPC or registered raiSE member]</i> Businesses / Commercial Others: (pls state)		
	DESIGNATION/ROLE			
	CORRESPONDENCE ADDRESS			
	PHONE 1 (MOBILE)		PHONE 2	
	E-MAIL ADDRESS		WEBSITES/ SOCIAL MEDIA	
	EVENT DETAILS (PART A)	NAME OF EVENT		
NATURE/ FORMAT OF EVENT		Talks/Exhibition/Workshops/Seminars/Screenings etc.*		
SPACE REQUIRED		Level 1, Gallery		
TARGET AUDIENCE				
PUBLIC ACCESSIBLE		Is your event open to the public to attend? Yes/No*		
EXPECTED NO. OF GUESTS				
REQUEST FOR VENUE TO BE CLOSED FOR EVENT		Yes/No*		
DATE(S)/TIME – SETUP				
DATE(S)/TIME – ACTUAL EVENT				
DATE(S)/TIME – TEARDOWN				

*Please delete as appropriate

EVENT DETAILS (PART B)	<p>HOW DOES YOUR EVENT CREATE POSITIVE SOCIAL/ENVIRONMENTAL IMPACT AND SUPPORT UNITED NATIONS SUSTAINABLE DEVELOPMENT GOALS?</p> <p>PLEASE DESCRIBE RUN DOWN OF EVENT EXPECTED. HOW WILL YOU BE PROMOTING THE EVENT?</p> <p>IS THE EVENT OPEN FOR FREE TO THE PUBLIC OR BY INVITE, RSVP ONLY?</p> <p>ANY SALES/SELLING OF PRODUCTS/SERVICES INVOLVED IN YOUR EVENT?</p> <p>PLEASE LIST ALL ORGANISING/PARTICIPATING PARTIES INVOLVED IN THE EVENT. WILL THERE BE ANY SPONSORS FOR THE EVENT?</p> <p>WILL THERE BE ANY GUEST OF HONOR, VIP(s) AND/OR MEDIA ATTENDING THE EVENT?</p> <p>CATERING REQUIREMENTS</p>
FACILITIES REQUIRED	<p>PLEASE LIST FACILITIES REQUIRED FROM TEMASEK SHOPHOUSE:</p> <ul style="list-style-type: none"> ○ Stage platforms ○ LED TV Screen ○ Microphones <p>(Tables and Chairs rental to be c/o organisers)</p>
OTHERS	<p>WHERE DID YOU HEAR ABOUT TEMASEK SHOPHOUSE?</p>
ACKNOWLEDGMENT	<p><input type="checkbox"/> I verify that the above information is accurate. I confirm that the applicant is solely responsible for obtaining all licences, permits, approvals, authorisations and consents which are required for the event to be held at the Temasek Shophouse and understand that failure to do so in a timely manner will result in cancellation of any confirmed booking.</p>

**VENUE USAGE APPLICATION
TERMS AND CONDITIONS**

Venue usage application terms and conditions:

1. Temasek Shophouse provides community spaces for non-profit and other partners' organisations that align with our principle of programming in support of the [United Nations Sustainable Development Goals](#) and Temasek's Vision of an ABC World.
2. Applications for venue use may be made up to 6 months prior to the event and will be reviewed based on the schedule below:

Event Month (2020)	Deadline for Application Submission	Results of application
Jan/Feb	3 rd week of Oct	3 rd week of Nov
March/April	3 rd week of Dec	3 rd week of Jan
May/June	3 rd Week of Feb	3 rd week of March
July/Aug	3 rd week of April	3 rd week of May
Sept/Oct	3 rd week of June	3 rd week of July
Nov/Dec	3 rd week of Aug	3 rd week of Sept

3. Successful applicants will receive confirmation of their venue booking in writing.
4. Successful applicants are required to inform Temasek Shophouse in writing in the event of any change to the nature of the activity and/or requirements of venue usage. Approvals for any such changes are subject to the absolute discretion of Temasek Shophouse management.
5. Applicant shall comply with all applicable laws and regulations. Applicant shall ensure that all necessary licences, permits, approvals, authorisations and consents required for the event are obtained in a timely manner prior to the event. Failure to do so will result in cancellation of any confirmed booking.

TEMASEK SHOPHOUSE GENERAL OPENING HOURS (SUBJECT TO CHANGE FROM TIME TO TIME)

Weekdays 0900-2100 HRS
Weekends and PHs 1100-1700 HRS

Events operating outside of Temasek Shophouse's prevailing general opening hours will be subject to additional operating charges on a case-by-case basis based on requirements.