



HR Law Academy Training Centre's Terms and Conditions

HR Law Academy Training Centre offers exceptional facilities for your next event. We kindly appeal to you to take note of the following terms and conditions for room hire and equipment usage which shall be contractually binding upon you when you register for booking for the training facility.

A. Training Centre Location

HR Law Academy is conveniently located at :

- 1) 9 Penang Road, Singapore 238459 (3 rooms located at #11-13, #11-14 and #13-14);
and
- 2) 190 Clemenceau Road, Singapore 239924 (4 rooms , #02-19, #02-20(A) and(B) and #02-31)

B. Bookings / Payment:

Confirmation:

No booking is confirmed until a completed booking form is received by HR Law Academy (applicable for first-timer who book rooms). After which, no necessity to use the booking firm. A confirmation of the booking receipt, in the form of an email, will then be sent to you from HR Law Academy. By submission of the completed form to HR Law Academy, client is bound by the terms and conditions as laid out for the rental of the training room.

The room rental rate is as stated as per a separate attachment which may be changed from time to time. Under no circumstances can the scheduled timing be extended should there be another booking soon after the scheduled booking i.e. HR Law Academy has to handover the training room to the next client.

Should client need to extend beyond the scheduled booking timing and naturally if the room is not taken, the charges for an extension will be \$50 per hour. For example, if a client were to book the full day slot from 8.00 am to 5.30 pm, and if the client handover at 8.30 pm, the extended timing is 3 hours and the extra charges payable will be \$150.

Payment :

Under all circumstances, full payment shall be made before commencement of room usage. It is only when full payment has been made and HR Law Academy reverts with confirmation then does the contract for rental of the training facility is bound. Failing which, there will not be a contract between HR Law Academy and client. Note that situation may arise that client delay in making payment, hence HR Law Academy release the room to other client and only to find out later that payment was made by the first client. As such, unless HR Law Academy

reverts with confirmation to the first client, HR Law Academy shall not be bound by the booking. HR Law Academy would then refund the full payment to client.

Cancellations

Once full payment is made, there shall be no cancellations i.e. no refunds will be made to the client regardless of the circumstances, if any. However, if HR Law Academy is able to find a replacement client, then will the client be allowed to reschedule to another date for the rental of training facility.

C. Stationaries/ Water Dispenser :

Marker pens will be provided. Any additional materials needed such as: Flip Chart paper, pens, pencils, A4 paper and bottle water, can be ordered from HR Law Academy at minimum charge. There is a water dispenser and it comes complimentary with the booking of the training room. The water dispenser may be stationed within the room or in the reception or corridor area.

D. Access to training room and seating arrangement:

For first time usage, HR Law Academy's staff will be present to assist you and brief you on the usage of the room. For subsequent usage, you will be given a one-time password via SMS or email to gain access to the room. Once the time session of the booking is over, the onus is on you to ensure that the room is locked. The room is monitored by CCTV cameras which are fitted at the training room and reception area where applicable.

E. Damages to equipment, chairs and tables:

All equipment, chairs and tables are available for the client's usage within the agreed renting hours. If any damages are found, as a result of due negligence, to the equipment after client's usage, you shall be liable to pay for the damages caused. However, the client is not held accountable if faults due to normal wear and tear.

F. Cleaning/ Food and Drinks:

Under all circumstances, no food and drinks are to be consumed in the training room except for water. Should this not be adhered to, any spillage of beverages or food to the carpet, the minimum cleaning charge of \$150 or the charges by external cleaning vendor shall apply. If necessary, HR Law Academy shall replace the carpet and charge the cost to the client. Client shall owe the duty to inspect the room to avoid any disputes as far as spillage of beverages on the carpet is concerned. Do note that there are CCTV in training room.

G. Decorations:

Nothing is to be nailed, screwed, taped or affixed onto any of the walls, doors, or ceilings in the Training Rooms. Blue Tack is an acceptable material but must not be used to be pasted on the walls as the paint may be peeled off. It may be pasted on windows, glass/ wooden doors, white boards.

H. Insurance:

HR Law Academy takes no responsibility for any damage(s) to or loss of the client's property before, during and after an event. Clients are to advise all their participants to keep their personal belongings with them at all times. Also, clients need to ensure that they are covered by their own insurance for any valuable items.

Revised as at : 15 June 2016