



## **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 9 Penang Road, Singapore 238459

1. Big Training Room ( 510 sq ft ) at #13-14.
2. Small Training Room ( 340 sq ft ) at #11-14.

### **B. Bookings / Payment:**

#### **Confirmation:**

No booking is confirmed until a completed booking form is received by HR Law Academy. 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, 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 our website 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 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.

## **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. If the client does not wish to reschedule, then a 50% refund will be made to the client.

## **C. Facilities ( Tables and Chairs ) and Flip Board**

For your convenience, the Training Facility comprising 2 training room is complete with :

### **Big Training Room at #13-14 ( Approximate 510 sq ft ):**

- 1) Up to 16 banquet tables. (Dimension (mm) 1500 x 450 x 760) and 50 chairs made available to the client.
- 2) Maximum seating capacity for classroom training is 32 paxs.
- 3) Recommended seating capacity for seminar/theatre style seating is 50 paxs.
- 4) Reception table and chair may be placed outside the training room.

### **Small Training Room at #11-14 ( Approximate 340 sq ft ) :**

- 1) Up to 11 banquet tables. (Dimension (mm) 1500 x 450 x 760) and 36 chairs made available to the client.
- 2) Maximum seating capacity for classroom training is 22 paxs.
- 3) Recommended seating capacity for seminar/theatre style seating is 36 paxs.
- 4) Can make use of reception and pantry area of about 80 sq ft ie total area is 420 sq ft of usable area.
- 5) Come with reception table and chair; and pantry table in reception area.

## **D. Equipment:**

The following equipment is included in the Hire Charge:

### **Big Training Room at #13-14 ( Approximately 510 sq ft ):**

- Two Data Projectors and white wall as screen (one installed facing the breadth of the room and the other installed facing the length of the room ).
- Total of four Whiteboards. Two mounted on the length of the room and one at the breadth of the room.
- One flip board will be provided.

### **Small Training Room at #11-14 ( Approximately 340 sq ft ):**

- One Data Projector and white wall as screen.
- Total of two Whiteboards mounted on the wall.
- One flip board ( subject to availability ).

**E. Stationaries/ Water Dispenser :**

4 marker pens (red, blue, black and green) 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.

**F. 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 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 secured by means of computerised door access and CCTV cameras which are fitted at the entrance of the door and in the training room. The password will be changed accordingly after the booking session is over.

**G. 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.

**H. Cleaning/ Food and Drinks:**

Under all circumstances, no food and drinks are to be consumed in the training room except for water.

**I. Decorations:**

Nothing is to be nailed, screwed, taped or affixed onto any of the walls, doors, or ceilings in the Training Centre. Blue Tack is an acceptable material but must be removed along with any other displayed materials upon completion of your session.

**J. 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 : 1 March 2015**