

TERMS & CONDITIONS

The following Terms & Conditions shall be applicable to:

All our **Private or Corporate Client(s)**, person(s) who will be engaging food and services for the reception from Rasa Istimewa Restaurant @ SAFRA Jurong (UEN: 201818926D)

(1) Payment

30% Non-refundable deposit is required upon confirmation of event. Additional 50% is to be paid no later than 2 months before event & the remaining 20% deposit is to be paid 2 weeks before the event. Any cancellation less than 2 weeks before the event will result in the forfeit of the entire sum paid. For any events confirmed less than 2 months or 2 weeks away, 80% and full payment is payable upon confirmation accordingly. For clients paying through e-invoicing via Vendors@Gov, GeBIZ or Ariba, full payment must be in no later than 30 days from the invoice date.

(2) Quotation

The food & beverage stated in the Client's quotation is confirmed & fixed upon acknowledgement. Any changes requested less than 1 month away from the event shall be subjected to the Restaurant's approval, except for necessary changes due to government regulations.

(3) Venue Charges

Refers to weekday or weekend hourly charges for full usage of Venue, Stage, Lighting & Audio-Visual Equipment.

Inclusive of (depending on pax):

- Stage Platform & Speaker Podium
- Reception, Buffet & Dessert Table
- Karaoke System
- PTZ Stage Camera
- LED & LCD TV Screen(s)
- Ceiling Projector, Portable Projector & Screen
- Tablecloths & Seat Covers for all chairs

(4) Décor Charges (if applicable)

Any additional decoration apart from the basic set-up will be charged according to the design and requirements of the Client. In the event an external vendor is engaged to decorate, an external décor cover charge of S\$200.00 is applicable. Any damage resulted during the dismantling shall be chargeable to the Client.

(5) Seating Arrangements

- Maximum 10 guests can be seated per table.
- Children above the age of 1 is considered as 1 pax.

(6) Safe Management Measures (SMMs)

The Client is to ensure that all attendees strictly adhere to the Safe Management Measures set out by the venue operator. In addition, the Restaurant is allowed to set additional conditions for their use, based on the venue capacity or ability to ensure safe management measures are implemented.

SMMs include:

1. The organizer must ensure that all attendees are not unwell before attending the event*.
2. The organizer must ensure that the headcount do not exceed the pax he/she booked for.
3. All attendee is to observe good personal hygiene and utilise the hand sanitisers provided before taking any food and beverage at the buffet line.

The Restaurant reserves the right to prevent entry for guest(s) who appear unwell for the safety of all our patrons.

(7) Cancellation of Event or Postponement

In the event that the Client(s) decides to cancel the entire event for whichever reason, the 30% non-refundable deposit will be **forfeited**. Any cancellation less than or equal to 2 weeks before the event will result in the forfeit of the entire sum paid. The Restaurant may allow the postponement of the event to a later date, but no later than six (6) months from the original intended date. Periods longer than six (6) months is subjected to changes to the prices, at the sole discretion of the Restaurant.

Acceptance of all the above-mentioned Terms & Conditions is a pre-requisite to your confirmation & acceptancy to hold your event at our Restaurant.

Client's Name: _____

Signature: _____

Date: _____



**CORPORATE
& PRIVATE
EVENTS
AGREEMENT**