

On-Site Rules & Regulations for Event Space

Name of Licensee _____ Contact Person _____
Location _____ Contact No. _____
Licence Period _____
Electrical Point: Yes No Additional Electrical Point Yes No
Permitted Use _____

Electricity

- ELCB (Earth Leakage Circuit Breaker)/ RCCB (Residual Current Circuit Breaker) to be rated at 10mA is to be used before plugging in appliances to station's switch socket outlet (SSO). Wiring laid on the floor are to be covered with non-conductive protective cover/ trunking. To turn off the SSO when not in use.
- Engagement for LEW – to submit single line drawing to SMRT (for events which is held for consecutively at least 30 days or with heavy usage)

Security

- Event space should not be left unattended at all times (i.e. there must be at least 2 promoters during operating hours)
- Staff are to stay within the standing boundary. Authorised Promoter Pass should be put on and displayed prominently at all times during operating hours
- To engage at least 2 licensed security guards to man the event space from the day of set up and after daily
> particulars to be submitted at least 3 working days in advance for security clearance
> to report to Passenger Service Centre before and after duty
- To remove all items from event space daily (SMRT shall not be liable for any loss or damage)
(optional for Raffles Xchange, Tanjong Pagar Xchange and Dhoby Xchange)

Housekeeping

- To keep all items in our storage room provided (SMRT shall not be liable for any loss or damage)
> for Bugis and Lavender MRT stations only
> to remove all items on the last day of event
> items should not be blocking the door or passageway
- To provide adequate crowd control
- To keep all items & activities within the designated area (space must be available for staff to move around & interact with the commuters)
- To ensure the premises of leased area are clean and tidy at all times; to remove any stains/rubbish daily.

Set-up

- Furniture should be non-combustible material (metal or aluminum)
- Carpet is compulsory– applicable for all Xchanges only
> carpet to be laid and taped with matching color tape around the perimeter (no double-sided tape is allowed)
- Carpet is optional – others (including Esplanade Xchange and Orchard Xchange)
> if carpet were to be laid, it has to be taped with matching color tape around the perimeter (no double-sided tape is allowed) and to be removed daily after operating hours
- Setting up and dismantling time
for Xchanges only
- Dismantling on Friday before 7pm
- Setup on Saturday from 2pm to 5pm
- for others (indoor or concourse)
- Setup on the event day after 9am
- To vacate on the last day of event by 11pm
- for others (outdoor)
- Tentage setup one day before event after 11pm
- Dismantle on the last day of event after 11pm
- Height of set-up should not exceed 2m
- No pasting of flyers/ posters on the wall/ pillar or glass panels/ hanging items on the ceiling
- All structures must be free-standing. No tying of banners/ standee to the wall/ pillar. To secure banners/ standees firmly on the ground to prevent from falling.
- Set-up must be in accordance to the layout plan submitted, any deviation will be removed. Any additional fixtures must be submitted to SMRT for approval at least 3 working days prior to event.
- Set-up should not block the station premises (for e.g. signage, shop front, fire protection system, CCTV coverage, media panels, exit doors)

Operations

- At least 1 or 2 no.(s) (pls tick) of serviceable fire extinguisher (Type ABC dry powder) to be displayed prominently on site
compulsory 2 no. of 4.5kg fire extinguisher (blue or red) for outdoor event spaces
 compulsory 1 no. of 2.5kg fire extinguisher (blue or red) for indoor event spaces
- Strictly no touting/ creating nuisance to the public and shop tenants and obstructing traffic flow are strictly prohibited
- To apply for and submit SCDF license/ NEA license / PE endorsement for tentage (pls tick)
- Maximum no. of staff allowed at any point of time:
- Others/ Remarks:

Acknowledged by: _____
(Signature)

(Full Name)