



YOUNG MUSICIANS' SOCIETY
YMS Arts Centre • 54 Waterloo Street • Singapore 187953
Tel: (+65) 6332 5813 • Fax: (+65) 6336 9829
Email: makemusic@yms.org.sg • Web: www.yms.org.sg

Auditorium Hire Rates

Rates are applicable wef 1 April 2006.

Private Hire

(seminar, lecture, conference, product launch, graduation ceremony or other non-arts related events)

\$100 per hour (Minimum of 3 hours)
Additional half hour or part thereof - \$50

Arts Hire

• Performance

\$80 per hour (Minimum of 3 hours)
Additional half hour or part thereof - \$40

• Rehearsal

\$75 per hour (Minimum of 2 hours)
Additional half hour or part thereof - \$37.50

• Filming

\$80 per hour (Minimum of 4 hours)
Additional half hour or part thereof - \$40

Additional charges:

- | | |
|--|-------------------|
| • Piano Hire (Yamaha C6) | \$100 per session |
| • Piano Tuning | \$90 per tuning |
| • Use of Foyer | \$20 per hour |
| • Sound System – CD & Cassette Player
(Includes ONE microphone) | \$50 per session |
| • Additional microphone | \$10 each |

ONE YMS technical staff will be present at each performance / rehearsal. Technical services are not charged during office hours (Mon to Fri 9am - 5pm). The rest of the service hours will bear the following rates:

Mon to Fri

5pm - 10pm: \$15/hr
10pm - 9am (next day): \$20/hr

Sat & Sun

9am - 10pm: \$15/hr
10pm - 9am (next day): \$20/hr

Transportation cost for YMS staff will be borne by the Hirer should the venue usage go beyond 11pm.

Please note that YMS Arts Centre is NOT OPENED on Public Holidays.

Terms & Conditions

1. Payment must be made within 14 days upon receipt of invoice. All dates reserved will automatically be cancelled if the payment is not received by the due date.
2. Immediate CASH payment IN FULL is required should the event should the event fall within 30 days of the reservation date.
3. The Hirer has to include time for bump-in/out; set-up/strike in their rental hours.
4. YMS accepts no responsibility for any cancellation by the Hirer and all payment made to date are non-refundable.
5. There will be no refunds for unused hours.
6. Where banners, backdrops or special lighting are used, they must be installed and removed by professional personnel hired or under the charge of the Hirer. Please note that ADHESIVE TAPE, BLUE-TACK, NAILS or any such materials that may potentially cause damage to the premise is not allowed.
7. NO FOOD AND DRINK ARE ALLOWED IN THE AUDITORIUM
8. The Hirer is LIABLE for any damage and/or loss to YMS property by his team and/or himself during the event, or helpers who carry out work in the premises who are directly or indirectly related to the event, and should pay sufficient sum to make good such damage and/or loss.
9. YMS will not be liable for any claims, damages and/or other liabilities resulting from failure to comply with the above.
10. All items belonging to the Hirer i.e. stage props or sets must be removed from the Auditorium by the end of the period of hire. Failure to do so will result in an automatic charge of \$80/hr or part thereof.
11. The Hirer will be required to fill in a form on the day of rehearsal performance where a final invoice will be issued for any outstanding payments including the additional use of equipment or facilities.
12. A refundable **\$1000 deposit** may be required at the discretion of the Young Musicians' Society.



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AUDITORIUM BOOKING FORM

NAME OF ORGANISATION *(please indicate if it is for independent use)* :

CONTACT PERSON:

ADDRESS:

NRIC/FIN/PASSPORT NO:

TEL:

FAX:

EMAIL:

Name and Start Time of Event:

Requested EVENT date(s) & time(s) *(Performance/Workshop/Audition/Filming/Seminar/Product Launch/Graduation Ceremony etc)* :

Requested REHEARSAL date(s) & time(s) :

EQUIPMENT FOR HIRE *(please tick where applicable)*

		<u>Rehearsal</u>	<u>Performance</u>
Piano Hire (Yamaha C6)	\$100/session	<input type="checkbox"/>	<input type="checkbox"/>
Piano Tuning	\$90/tuning	<input type="checkbox"/>	<input type="checkbox"/>
Sound System (CD & Cassette Player) <small>* inc. 1 microphone (wired)</small>	\$50/session	<input type="checkbox"/>	<input type="checkbox"/>
Additional microphone (wired)	\$10/microphone	<input type="checkbox"/>	<input type="checkbox"/>
Lighting control (for theatre groups only)	\$50/session	<input type="checkbox"/>	<input type="checkbox"/>

USE OF FOYER *(please tick where applicable)*

- | | | |
|---|--|---|
| <input type="checkbox"/> Guest registration (No charge) | <input type="checkbox"/> F&B reception (\$20/hr; 1 hr min.)
<small>* includes set-up and strike time</small>
Time: _____ | <input type="checkbox"/> Exhibition (\$20/hr; 1 hr min.)
<small>* includes set-up and strike time</small>
Time: _____ |
|---|--|---|

AGREEMENT

I, the undersigned, agree that I will be responsible for all YMS equipment used by me and my organisation, and will pay for any damage or loss that may occur during the hire of the Auditorium. All items belonging to me and my organisation (i.e stage sets, banners, concert programmes, ticket stubs, etc) will be removed from YMS Arts Centre upon the end of our Hire. An additional CLEANING FEE OF \$100 WILL BE IMPOSED FOR NON-COMPLIANCE. I declare that all the information provided on this booking form is accurate and I agree to abide by the Terms & Conditions set out in this form.

Signature / Date

Name of Signatory:

Designation:

Company stamp *(if applicable)*