



APPLICATION FOR USE OF PREMISES IN PULAU UBIN (EXCEPT FOR ASSEMBLY AREA)

Following are the premises available for booking:

Premises	Types of activities that may be conducted	No. of Participants	Amenities available (for info)	Please indicate (v)
Ubin Living Lab Laboratory 1	Workshops, Specimen Sorting	Maximum of 10pax	Air-conditioning, Projector system, Microscopes, Drying oven, Freezer, Lockers	
Ubin Living Lab Laboratory 2		Maximum of 10pax		
Ubin Living Lab Meeting Room	Workshops, Corporate Functions	Maximum of 10pax	Air-conditioning, Projection system, Chairs, Tables	
Ubin Living Lab Seminar Room	Workshops, Corporate Functions	Maximum of 80pax	Air-conditioning, Projection system, Chairs, Tables	
Ubin Living Lab Dormitory 1	Sleeping quarters for researchers	Maximum of 20pax	Air-conditioning	
Ubin Living Lab Dormitory 2		Maximum of 20pax		
Ubin Living Lab Campsite	Outdoor camping	Maximum of 100pax	1 campfire pit	
Ubin Living Lab Multi-Purpose Hall	Corporate Functions	Maximum of 50 pax	Lights, Fans	
Jelutong Campsite	Camping	Maximum of 400 pax	Campsite divided into 2 sections: 1. Accommodates 100 pax, 2 campfire pits, 1 public shelter 2. Accommodates 300 pax, 2 campfire pits, 2 public shelters	
Mamam Campsite	Camping	Maximum of 100 pax	1 campfire pit	
Any other Premises in Pulau Ubin Please specify: _____ _____ _____	Sports events, guided walks, treks	>40pax	N/A	

To confirm the booking, please fill in ALL the blanks below and return the completed form to us **by email**. This form will take approximately five minutes to complete.

Name of Applicant : _____

Organization : _____

Email : _____ Tel (HP) : _____

Date of Use : _____ to _____

Booking Time : _____ am/pm _____ am/pm
to _____

Event name : _____

Details of Event¹ : _____

¹ If you intend to book any of the Ubin Living Lab venues, Jelutong Campsite or Maman Campsite, and your Event will not be confined to these spaces, please provide details of which other premises in Pulau Ubin you will be using.

Sale of items on premises : Yes / No

Equipment set-up : Yes / No

If yes, please also specify the type of equipment below:

Expected no. of participants :

Please tick if you are also booking the Assembly Area for your Event.

I have read and understood the **Terms and Conditions for Use of Premises**, and acknowledge and agree that this application is subject to NParks' written approval, and if approved, constitutes an agreement to use the premises at Pulau Ubin in accordance with the said terms and conditions.

Signature of Applicant

Date

The Ubin Way

"The Ubin Way" is a simple and meaningful code of conduct that asks visitors to explore the island in the following ways:

- Relive and experience the kampong lifestyle
- Appreciate and conserve our cultural heritage
- Discover and cherish the diversity of nature
- Respect one another and bond with the community
- Care for Ubin and be considerate towards its environment

Please list down how you would like to contribute to The Ubin Way during your visit.

For example, to care for Ubin and be considerate towards its environment, participants can bring out the rubbish with them when they leave the island.

TERMS & CONDITIONS FOR USE OF PREMISES

APPLICATION

1. The Applicant shall submit the completed application at least 14 calendar days before the commencement of the Event.
2. The application shall be submitted via email at the following address: [NPARKS Pulau Ubin@nparks.gov.sg](mailto:NPARKS_Pulau_Ubin@nparks.gov.sg)
3. Where the Applicant is required to obtain any license, approval, permit or authorization from any relevant authority or organization for the Event (which may include permission from the Public Entertainment Licensing Unit, Singapore Police Force, Singapore Civil Defence Force, National Environment Agency and the Building & Construction Authority), it shall be the Applicant's responsibility to obtain such license, approval, permit or authorization at his costs, prior to submitting the Application. NParks reserves the right to request the Applicant to furnish proof of the license, approval, permit or authorization obtained by the Applicant at any time after the submission of the Application, failing which the Application may be rejected or if approval is granted, the approval may be revoked.
4. At the point of submitting the Application, the Applicant shall inform NParks of his intention to use the Premises for any Event involving monetary transactions or other type of consideration, including the sale of items. NParks reserves the right to reject the Application on this basis, or approve the Application. Notwithstanding that approval of the Application has been given, NParks reserves the right to require the Applicant to halt any activity involving monetary transactions at any time.

APPROVAL OF APPLICATION

5. NParks' decision to approve or reject an Application or revoke any approval given shall be final, and NParks may approve or reject an application without giving any reasons.
6. Any approval given shall be conditional upon compliance with all Terms and Conditions by the Applicant, and shall not be assignable or transferable.

CANCELLATION OF BOOKING

7. Cancellation of booking should be made at least 1 week in advance, so that we can make this venue available to others.
8. Without prejudice to the Terms and Conditions herein, if in NParks' opinion,
 - (a) the Applicant or any Person has breached or is likely to breach any of the Terms and Conditions;
 - (b) the Event or any activity thereof, may endanger or cause discomfort or inconvenience to other users of the Premises or visitors to Pulau Ubin,then, in such event, NParks may reject the Application, or if approval had been granted, revoke its approval immediately without giving the Applicant any prior notice. NParks shall not be liable to the Applicant or any Person for any loss or damages suffered, including but not limited to any expenses incurred by the Applicant or such Person in anticipation of or preparation for the use of the Premises. The Applicant hereby undertakes to indemnify NParks against all claims arising from NParks' decision to revoke such approval.
9. The Applicant shall, at his own costs, maintain all licence, approval, permit and authorization mentioned in **Clause 3** above without any restrictions or qualifications whatsoever. The Applicant shall ensure that all licence, approval, permit and authorization shall remain valid for the duration of the Event and if, for any reason, any such licence, approval, permit or authorization is withdrawn, suspended, revoked, terminated or varied in any manner whatsoever, the Applicant shall without demand immediately give notice thereof to NParks together with a copy of any document evidencing such withdrawal, suspension, termination or variation. For the avoidance of doubt, in such event, NParks shall be at liberty to revoke and/ or withdraw its approval to the Applicant's use of the Premises for the Event and reserves its right to exercise all or any of its rights or remedies under these Terms and Conditions and at law.
10. NParks reserves the right to change, cancel or reschedule any confirmed booking as it deems fit. In such event, unless otherwise provided for in this clause, the Applicant or any person claiming under the Applicant shall not be entitled to any compensation, damages or allowance from NParks.
11. Approval for a change of booking date is subject to availability of the alternative date and NParks shall be under no obligation whatsoever to provide any alternative date to the Applicant.

TERMS AND CONDITIONS OF USAGE OF PREMISES

12. The Applicant and all Persons shall, in connection with the use of the Premises and during such other times as they or any one of them shall be in the Premises, comply with all reasonable instructions from NParks.
13. The Applicant shall be responsible for:
 - a. all costs and expenses incurred in the course of organizing and executing the Event;
 - b. all matters of safety and the preservation of good order and decency in relation to the Event;
 - c. ensuring that the Event and all activities connected thereto are carried out within the boundaries of the area of the Premises specified in the Application or approval;
 - d. ensuring that all passages, driveways, doors and means of entry or exit, if any, within the Premises are kept unobstructed and that there is no interference with the pedestrian or vehicular traffic flow to or from or within the vicinity of the Premises;
 - e. ensuring that no alcoholic beverages are consumed or sold in the Premises without the prior permission from NParks and the relevant authorities; and
 - f. ensuring that all taking-over and handing-over procedures and/or forms are duly completed, where necessary.

14. The Applicant shall ensure that all Persons leave the Premises by the time specified in the Application or approval or at the end of the activity or immediately upon request of NParks, whichever is earlier.
15. NParks reserves the right to immediately halt any activity which it deems necessary to do so, or to require the Applicant and all or any Person to immediately leave the Premises if, in its opinion, any of the provisions herein have been breached, are breached or may be likely to be breached or if the Event or any activity thereof may endanger or cause discomfort or inconvenience to other users of the Premises or visitors to Pulau Ubin.
16. The Applicant shall comply and ensure that all Persons comply with the provisions of the Parks and Trees Act (Cap. 216) and all regulations and rules made thereunder, including the Parks and Trees Regulations (Cap. 216, Reg 1) (please visit <https://www.nparks.gov.sg/about-us/legislation> for more information) and all other relevant laws, by laws, rules, regulations and relevant codes of practice issued by Government ministries, statutory boards or other public authorities. In particular, the Applicant shall also be familiar with, abide by and comply with any and all guidelines and/or notices issued by NParks.
17. In the event that the Applicant is found guilty of an offence under the Park and Trees Act and/or any regulations and rules made thereunder and/ or in breach of any Term and Conditions herein, NParks reserves the right to reject any Application or revoke any approval to an Application made by the Applicant for use of any Premises henceforth.

TERMS AND CONDITIONS OF THE USE OF PREMISES FOR EVENTS INVOLVING SPORTS

18. For all Events involving sports or sporting activities (“Sporting Events”), the Applicant shall inform NParks of the details of the Sporting Event.
19. The Applicant is advised to perform a safety assessment for Sporting Events. For the avoidance of doubt, nothing in this clause shall derogate from the meaning and intention of **Clause 38 to 40** below and in the event of inconsistency apparent or otherwise, **38 to 40** shall prevail.
20. The Applicant shall provide advance notice of the Sporting Event to the public by installing notices in the Premises at least 2 weeks before the commencement of the Event. Prior to installation of notices or signs in the Premises, all notices and signs shall be submitted to NParks for approval within the time frame stipulated by NParks.
21. If the Sporting Event is a walking, jogging, running and/ or cycling event, the Applicant shall ensure that all Event participants keep to the designated routes that have been approved by NParks. Further, the Applicant shall also ensure that participants in walking, jogging and/ or running events do not encroach on the bicycle tracks, and vice versa.
22. Applicants shall deploy marshals to be stationed along the route to advise Event participants to keep to the designated route.

EQUIPMENT SET-UP, REMOVAL OF EQUIPMENT AND REINSTATEMENT OF THE PREMISES

23. The Applicant shall obtain prior approval from NParks for setting up Equipment in the Premises. If approval is granted by NParks, the Applicant shall ensure that the Equipment does not interfere with pedestrian or vehicular traffic flow to or from or within the Premises or Pulau Ubin (the “Park”). For purposes of this clause, “Equipment” shall mean any property, goods, article or thing, such as equipment, furniture, stage, marquee, backdrop, lighting fixture, audio system, table and chair, belonging to or set up by the Applicant, his agent, contractor or any Person that is brought into the Premises.
24. The Applicant shall ensure that all Equipment brought to the Premises by the Applicant or any Person are properly installed and operated in accordance with relevant regulations and is functional and safe.
25. The Applicant shall set up, tear down and remove, within the Booking Time stated in the Application form, all Equipment brought on Premises during the course of the Event. No additional time shall be given to the Applicant to commence and complete set-up, tear down and removal of Equipment. When completing the Application form, the Applicant is advised to factor in the amount of time required for setting-up, dismantling and removal from the Premises.
26. Upon conclusion of the Event and/or the lapse of NParks’ approval for the use of the Premises, the Applicant is required to reinstate the Premises in accordance with NParks’ requirements within the Booking Time stated in the Application form and to NParks’ satisfaction or to the same state and condition prior to the Applicant’s use of the Premises. The Applicant is required to remove all property brought onto the Premises (including but not limited to decorations used for the Event) and ensure that all litter and debris are disposed immediately after the Event or within the time specified by NParks. No additional time shall be given to the Applicant for the same. Any damage to park property, facilities, trees and shrubs arising from the Event shall be repaired, replaced or reinstated at the Applicant’s cost and expense, in accordance to NParks’ requirements, and within the time specified by NParks. NParks may carry out such repairs or rectifications in which event all cost and expense incurred by NParks shall be recoverable from the Applicant. NParks’ decision on this matter shall be final.
27. Any property, litter, debris or rubbish remaining on or in the Premises after the Event and/ or upon the lapse of NParks’ approval for use of the Premises may be disposed of by NParks in any manner and at NParks’ discretion. NParks shall not be liable to the Applicant for any loss, cost, expense, damage or other consequences arising from such disposal and the Applicant shall reimburse NParks for any cost and expense incurred by NParks from such disposal. The Applicant shall, in addition, indemnify NParks against any liability or claim by third party whose property was disposed of by NParks in the mistaken belief held in good faith (which shall be presumed unless the contrary be proven) that such property belonged to the Applicant.
28. The Applicant shall ensure that the Premises are kept clean, tidy and free of rubbish, litter and debris at all times, and ensure that any rubbish, litter and debris generated from the Event is disposed outside the Premises at the Applicant’s own cost. In this regard, NParks reserves the right to require the Applicant to engage a cleaning contractor for the Event. In such

event, the Applicant shall engage a cleaning contractor at the Applicant's costs and expense, failing which the Application may be rejected or if approval is granted, the approval may be revoked.

29. The Applicant shall comply with the National Environment Agency's ("NEA") guidelines, in particular, guidelines issued by the Department of Public Cleanliness ("DPC"), for event organizers on maintaining cleanliness at event sites. In this regard, NParks reserves the right to require the Applicant to furnish the permit obtained from NEA and/or DPC.
30. The Applicant shall ensure that noise generated from the Event shall be managed at all times and ensure that the noise generated from the Event and any lighting used shall not cause any nuisance, inconvenience, or offense to other park users and residents living in the surrounding areas. The Applicant shall ensure that there shall not be any amplified sounds or any form of music played at the Premises between **10 pm and 9am** the next day. In this regard, NParks reserves the right to impose such other terms and conditions restricting noise, sound and/ or music generated from the Event, and the Applicant shall comply with such other terms and conditions.
31. Public announcement systems and loud hailers are to be used for announcement purposes only and subject to prior approval by NParks.
32. Unless NParks' approval has been obtained, the Applicant shall not tap on any sources of electrical or water supply in the Premises. In this regard, the Applicant shall note that, unless otherwise stated, the maximum electrical usage for the Premises is 13 Amp. In the event electrical usage for the Event or any Equipment exceeds 13 Amp, the Applicant shall arrange for and seek NParks' prior written consent for an electrical generator to be brought onto the Premises.

PROHIBITIONS

33. The Applicant shall not carry out or permit the carrying out of open-fire cooking, barbeques, use of mobile kitchens or any activity that involves open fire or flames, outside of designated campfire pits. Further, the Applicant shall not use or permit the use of smoke or mist machines.
34. The Applicant shall ensure that all Persons (including all contractors and persons attending the event) comply with the no smoking rule in the Premises.
35. Provided prior written approval had been sought from and given by NParks, the Applicant shall not:-
 - (a) Post, tack, nail, drill screw or otherwise affix any displays, placards, labels, rope, string, or other decorative or promotional materials on any part of the Premises, furniture, plants or other properties on the Premises.
 - (b) Display any poster or other material which are, in opinion NParks, indecent or objectionable.
36. Unless otherwise expressly provided in the Terms and Conditions, brochures, posters, signs, banners and placards of whatever nature, including parking and directional signs are not permitted to be distributed erected or installed in or at the Premises without the prior approval of the management. Notwithstanding that approval has been given, NParks reserves the right to remove or require the Applicant to remove any such signs from the Premises at any time.
37. The Applicant shall not use the electricity supplied at the Premises after 10pm.

EXCLUSION OF LIABILITY AND INDEMNITY

38. The Applicant shall assume all risks in respect of loss, injury or damage to any person or property, including the Applicant, all persons, NParks and their respective properties which may arise as a result of or in connection with the Applicant's Application and use of the Premises, or the non-provision of the Premises by NParks for use by the Applicant. The Applicant shall take good care of and shall not cause any damage or permit or suffer any damage to be done to the Premises or to any property, facility, tree or shrub belonging to NParks and shall make good and pay for any damage thereto howsoever caused including accidental damage caused by any act or omission whether negligently or otherwise of the Applicant, his employee, contractors, agent or any Person.
39. The Applicant shall be solely liable for, fully indemnify and hold NParks, its officers, employees and agents, to the maximum extent permitted by law, harmless from and against:
 - (a) all liabilities, damages, costs and expenses arising from any claims, demands, actions, proceedings, recoveries, judgment or execution, damages, costs (including legal costs on a full indemnity basis and/ or reasonable solicitor's fees), losses and expenses of any nature which NParks, its officers, employees or agents, may suffer or incur by, from or in connection with the Application, the Event or the Applicant's or any Person's use or failure to use the Premises or the provision or non-provision of the Premises by NParks for use by the Applicant or any decision, or action of NParks,; and/ or
 - (b) all loss and damage to the Premises its adjoining or neighbouring premises and to all property therein howsoever caused whether directly or indirectly by the Applicant or any Person, including without limitation all loss and damage caused by the use or misuse, waste or abuse of water, fire or electricity by the Applicant or any Person.
40. The Applicant is advised to take up the appropriate and adequate insurance for the benefit of himself and NParks against any possible loss or liability arising from or in connection with his use of the Premises and failure by NParks to provide the Premises for his use and for the indemnities required from the Applicant by NParks.

SPECIFIC TERMS AND CONDITIONS FOR CERTAIN VENUES

For Ubin Living Lab Laboratories

41. The Applicant is required to be familiar with and ensure that the Applicant (including all of the Applicant's employees, servants and/or agents) are familiar with the **General Lab Rules** and Standard Operating Protocol for the use of Ubin Living Laboratories.

For Campsites Ubin Living Lab Multi-Purpose Hall, beaches, mangroves, quarries and rivers

42. The Applicant is advised to conduct an assessment of all risks, dangers and safety hazards that may arise during the course of any Event held at these Premises and upon performance of the assessment, the Applicant shall take all appropriate measures to address the risks, dangers and safety hazards to ensure the safety of the participants in the Event. For the avoidance of doubt, nothing in this clause shall derogate from the meaning and intention of **Clauses 38 to 40** above and in the event of inconsistency apparent or otherwise, **Clauses 38 to 40** shall prevail over this clause.
43. The Applicant shall submit the programme for the Event together with the Application.