PADANG RENTAL BOOKING PROCEDURE

GENERAL ENQUIRIES

CONTACT S&R OFFICE

ELIZABETH : 6595 0561

• CHECKING FOR AVAILABILITY OF DATES FOR EVENTS

•INFORMATION ON COSTINGS

•INFORMATION ON TERMS & CONDITIONS

NOT CONFIRMED EVENTS

•TENTATIVE BOOKING OF DATES

•DATES WILL BE CANCELLED AFTER 2 WEEKS

CONFIRMATION OF EVENTS

•CONTACT OF SRC DESIGNATED CONSULTANTS FOR QUOTATIONS ON LOGISTIC MATTERS

•CONFIRMATION OF DATES

•APPLICATION FOR URA

•PAYMENT: 30% OF INVOICE + 7% GST (BOOKING FEE)

•CONTRACT SIGNING

URA APPROVAL NOT GRANTED

EVENT CANCELLED

•REFUND OF ALL DEPOSITS

URA APPROVAL GRANTED

PAYMENT

6 MONTHS BEFORE EVENT

•SLA FEE -$8000 NETT

•SECURITY DEPOSIT - 30% OF FULL RENTAL + 7% GST

PAYMENT OF FULL RENTAL

•4 WEEKS BEFORE EVENT DATE

FIELD INSPECTION

•1 DAY BEFORE SET UP

EVENT DAY/S

FIELD INSPECTION 1 DAY AFTER EVENT

REFUND OF BALANCE DEPOSITS

1 MONTH TO 3 MONTHS AFTER EVENT DAY

EVENT CANCELLED

FORFEITED

•BOOKING FEE

•SECURITY DEPOSIT & PART OR FULL RENTAL BASE ON TERMS & CONDITIONS*

SINGAPORE RECREATION CLUB

SRC

1883

PADANG