

## VENUE HIRE RATES

<b>AUDITORIUM (capacity : 199 seats)</b>			
	<b>UNIT</b>	<b>ARTS HIRE</b>	<b>NON-ARTS HIRE</b>
<b>Performance / Rehearsal / Filming</b> Minimum hire Performance : 3 hours Rehearsal : 2 hours Filming : 4 hours	Per hour	\$100*	\$150*
<b>Additional half-hour or part thereof</b>	Half hour	\$50	\$75
<b>Piano hire (Yamaha Grand C6)</b>	Per session	\$100	
<b>Piano tuning</b>	Per session	\$90	
<b>Microphone (wired only)</b>	Each	\$10	
<b>Custodian Fee</b> Mon – Fri : 5pm to 10pm Sat – Sun : 9am to 10pm Mon – Sun : after 10pm	Per hour	\$15	
	Per hour	\$20**	
<b>Foyer (Minimum hire: 2 hours)</b>	Per hour	\$20	

\*Auditorium hire rates include use of the sound system (at hirers' request only).

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

<b>STUDIOS</b>			
	<b>CHORAL STUDIO (capacity: 60 pax)</b>	<b>STUDIO 1 (capacity : 15 pax)</b>	<b>STUDIO 3 (capacity : 5 pax)</b>
<b>Rehearsal</b>	\$50 for 1 hour	\$25 for 1 hour	\$20 for 1 hour
<b>Performance Package</b> Package with <i>Yamaha Upright WX1</i> Package with <i>Yamaha Grand C1</i>	\$150 for 2 hours \$270 for 2 hours	N.A	N.A
<b>Non-arts hire</b>	\$150 for 2 hours	\$25 for 1 hour	\$20 for 1 hour
<b>Filming</b>	\$200 for 3 hours	\$100 for 3 hours	\$80 for 3 hours
Additional half-hour or part thereof	\$25	\$12.50	\$10

<b>EQUIPMENT</b>			
LCD projector	\$150 per session	Chairs Music stands	No charge; subject to availability
Overhead projector (OHP)	\$50 per session	Whiteboard	
		Tables	

**Please note that:**

- The YMS Arts Centre is closed on Public Holidays.
- Parking on the premises is prohibited.



YOUNG MUSICIANS' SOCIETY  
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## VENUE HIRE FORM

CONTACT DETAILS		
CONTACT PERSON :	NRIC/FIN/PASSPORT No. :	
Name of Organisation : <i>(please indicate if for independent use)</i>	ACRA/ ROS No. :	<input type="checkbox"/> Arts Hire <input type="checkbox"/> Non-Arts Hire
MAILING ADDRESS :		
TELEPHONE :	FAX :	EMAIL :

VENUE				DATE / TIME
<b>AUDITORIUM</b>	<input type="checkbox"/> <b>Performance</b> <input type="checkbox"/> Recital / Concert <input type="checkbox"/> Pop / Rock / Folk <input type="checkbox"/> Dance / Theatre	<input type="checkbox"/> Rehearsal <input type="checkbox"/> Workshop/Seminar <input type="checkbox"/> Filming <input type="checkbox"/> Others _____		
<b>STUDIOS</b>	<input type="checkbox"/> Rehearsal <input type="checkbox"/> CHORAL Workshop/Seminar	<input type="checkbox"/> Performance <i>(Yamaha Upright WX1)</i> <input type="checkbox"/> Performance <i>(Yamaha Grand C1)</i>		

EQUIPMENT	
Piano <i>(Auditorium : Yamaha Grand C6)</i>	<input type="checkbox"/> \$100/session
Tuning <i>(Grand / Upright)</i>	<input type="checkbox"/> \$90 / \$60
Microphone <i>(wired only)</i>	<input type="checkbox"/> \$10/mic
LCD Projector	<input type="checkbox"/> \$150/session
Overhead Projector (OHP)	<input type="checkbox"/> \$50/session

USE OF FOYER	
<input type="checkbox"/> Front-of-House <i>(Guest registration)</i>	no charge * without air-con
<input type="checkbox"/> F&B Reception <input type="checkbox"/> Exhibition <input type="checkbox"/> Sale of Merchandise	\$20/hour * <i>min booking : 2 hours</i> * with air-con
Please indicate time : _____ to _____	

**Terms & Conditions**

1. Payment must be made within 14 days upon receipt of invoice. All reserved dates will be cancelled if payment is not received by the due date.
2. Immediate CASH payment IN FULL is required should the event fall within 30 days of the reservation date.
3. **Hirers under 21 years of age** are required to submit an accompanying letter of consent duly signed by their parent, guardian or teacher-in-charge.
4. The Hirer should include time for bump-in/out; set-up/strike in their rental hours.
5. YMS accepts no responsibility for any cancellation by the Hirer and all payments made to date are non-refundable.
6. There will be no refunds for unused hours.
7. Where banners, backdrops, lighting and filming equipment are used, they must be installed, operated and removed by professional personnel hired or under the charge of the Hirer. ADHESIVE TAPE, BLUE-TACK, NAILS or any such material that may potentially damage the premises is not allowed.
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. All items belonging to the Hirer i.e. stage props or sets must be removed from the premises by the end of the period of hire. Failure to do so will result in an automatic charge equivalent to the stated rental rate.
10. YMS will not be liable for any claims, damages and/or other liabilities resulting from failure to comply with the above.
11. The Hirer will be required to fill in a post-event form and 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.

**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 or Studio(s). 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:

Company stamp *(if applicable)*