

## **TERMS AND CONDITIONS FOR BOOKING OF FACILITIES AND/OR EQUIPMENTS AT REPUBLIC POLYTECHNIC**

The following Terms and Conditions shall apply to all persons and organizations wishing to use the facilities and/or equipments at Republic Polytechnic. The Representative shall denote the person representing the Licensee intending to use the facilities and/or equipments and the Representative shall be deemed to have the full authority to act on behalf of the Licensee in all the transactions contemplated hereunder.

### **1 Booking Process**

- a) Upon booking enquiries from the Licensee, the Licensee shall receive a quotation from Office of Students and Graduate Affairs. The Licensee is required to revert if the quotation is acceptable. The Licensee shall sign on the quotation and Office of Finance will issue a tax invoice for payment.
- b) Licensee shall be required to make the full payment as written in the quotation use of any facilities and/or equipments. The Licensee fee shall be made payable to the Republic Polytechnic in full and submitted to the Office of Finance at 9 Woodlands Avenue 9 Singapore 738964.

### **2 Cancellation**

- a) If cancellation is made and received by RP at any time before the day of use, the licence fees will be refunded based on the following:
  - i) 50% refund if cancellation is received by RP at least 7 calendar days before use;
  - ii) No refund if cancellation is received by RP within 7 calendar days of use.

RP may allow the postponement of use subject to availability of facilities and/or within 1 month of the booking at its sole discretion; otherwise the above clauses on cancellation shall apply.

- b) Irrespective of any other provision in this document, RP reserves the right to cancel any booking at any time without giving any reasons whatsoever and payment shall be refunded accordingly and thereafter, the Licensee shall have no further claim whatsoever against RP in respect of the cancellation.
- c) Once cancelled, any attempt by the Licensee to reinstate the booking shall be treated as a fresh application.
- d) All cancellations must be made in writing.

### **3. Late Payment**

- a) All payment must be made within 30 days of the date of the invoice.
- b) Late payment of the invoice will be subjected to 8% of the total invoice.