

## **TERMS AND CONDITIONS FOR PARK USAGE**

### **1. GENERAL**

- a. All approvals given for park usage are subject to the terms and conditions stated below. The National Parks Board (“NParks”) reserves the right to reject any application or cancel or revoke its approval for any confirmed booking if it is determined by NParks that the schedule or continuance of an event is not in the interest of other park users and/or the general public. In the event of such revocation, NParks shall not be liable to the Applicant or any persons involved either in the preparation or participation of the event.
- b. Applicants and their guests, event participants, agents, employees, contractors and customers shall observe the Parks and Trees Act (Cap. 216), the Parks and Trees Regulations 2005 and the rules and regulations of the respective parks in which the events are being held. Please refer to NParks’ website at [www.nparks.gov.sg/legislation](http://www.nparks.gov.sg/legislation) for more information.
- c. Where a firm, company, group or other organization is named in the application, the Applicant shall be deemed to have the authority to bind the firm, company, group or organisation. The firm, company, group or organisation shall be jointly and severally liable with the Applicant to ensure compliance with the Terms and Conditions herein.

### **APPLICATIONS/PREVAILING RATES**

- a. Applicants shall submit the completed on-line application forms via NParks’ website at [www.nparks.gov.sg](http://www.nparks.gov.sg) at least 14 days before the date of event. Bookings will only be confirmed upon receipt of full payment (if any). Any approval granted by the Board is not assignable or transferable.
- b. Usage fees are applicable for selected parks. NParks reserves the right to revise the prevailing usage fees at any time without prior notice.
- c. A cancellation charge of 20% of the prevailing usage fees will be imposed for any cancellation made at least 30 days before the event. For cancellations made less than 30 days before the event, a cancellation charge equivalent to the full usage fee will be imposed. If the usage fee has been paid, the full sum of the fee will be forfeited.
- d. Applicants shall obtain all relevant permits, licences or approvals (including any Public Entertainment Licence if applicable), which may be required for events, organised in the parks.
- e. NParks is not bound to approve any recurrent application by any Applicant whose past applications have been approved by NParks.
- f. Change of booking dates may be permitted if the new date falls within 6 months from the approved booking date, otherwise the event will be deemed as cancelled and a cancellation charge will apply. Approval for change of date is subject to availability of the alternative date and NParks is under no obligation whatsoever to provide any alternative date to the Applicant.

## USAGE OF PARKS

- a. Activities and events relating to religion, politics and/or sensitive topics are strictly not allowed within the parks. NParks' decision on this matter will be final.
- b. Applicants shall keep the event site clean and tidy and free of litter at all times. Applicants shall also be required to remove all property brought to the event site and dispose all litter following the event and within the time specified in NParks' written approval. Applicants shall also observe the National Environment Agency's (NEA) guidelines for event organisers on maintaining of cleanliness at event sites. Please refer to [http://www.nparks.gov.sg/nea\\_guidelines](http://www.nparks.gov.sg/nea_guidelines) for more information.
- c. Upon completion of the event, the Applicant shall return the event site in the same state and condition as that existing prior to its use. Any property remaining at the event site after the event shall be the property of NParks and may be disposed of in any manner and at the discretion of NParks, and any cost and expenses incurred by NParks in such disposal shall be recoverable from the Applicant.
- d. 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. NParks may carry out such repairs or rectification, in which event all cost and expenses incurred by NParks shall be recoverable from the Applicant. NParks' decision on this matter will be final.
- e. Staging, marquees, backdrops, lighting fixtures, audio systems, tables, chairs and any other equipment, furniture and apparatus ("Installations") may be set up at the designated event site as specified in the application. The Applicant shall ensure that all passages, driveways, doors and access points within the park and event site are kept unlocked and unobstructed and that the Installations do not interfere with pedestrian or vehicular traffic flow to or from or within the park.
- f. All structural Installations for events conducted at outdoor park premises will have to be set up and completed the weekday immediately before the date of the event (between 1.30pm to 4.30 pm), and dismantled and removed the weekday immediately following the date of the event (between 9.30 am to 12.30pm). Applicants shall also comply with the timings for set-up and removal of Installations at indoor park premises as may be specified in NParks' written approval.
- g. NParks shall not be responsible for any loss or damage howsoever caused to any property brought to the event site by the Applicants or their guests, event participants, agents, employees, contractors or customers. Applicants are advised to make their own arrangements to safeguard their Installations from vandalism or damage. NParks shall not be responsible for any damage
- h. Signs, banners and placards of whatever nature, including parking and directional signs are not permitted to be erected or installed in or at the parks without the prior written approval of NParks and all other relevant authorities. Notwithstanding that approval has been given, NParks reserves the right to remove or require the Applicant to remove any such signs from the park at any time.

- i. Open fire cooking and/or naked flames, including but not limited to use of LPG gas cylinders, is strictly prohibited in the parks.
- j. The Applicant shall be responsible for and fully indemnify NParks from and against:
  - (i) all claims, demands, actions, proceedings, damages, costs, losses and expenses of any nature whatsoever which NParks may suffer or incur in connection with loss of life, personal injury or damage to property arising from the Applicant's event or use of the park or event site by the Applicant or the Applicant's guests, event participants, agents, employees, contractors or customers, except; and
  - (ii) all loss and damage to the park, the event site, its adjoining or neighbouring premises and to all property therein howsoever caused whether directly or indirectly by the Applicant or the Applicant's guests, event participants, agents, employees, contractors or customers, 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 the Applicant's guests, event participants, agents, employees, contractors or customers.

#### **VEHICLE ENTRY AND MOVEMENT IN PARKS**

- a. Vehicle entry into the parks is not allowed without NParks' prior approval and shall only be permitted on weekdays between 9.30 am to 4.30 pm. Vehicles are strictly prohibited from entering the parks on Saturdays, Sundays and Public Holidays. Entry of vehicles may be further restricted during peak periods on weekdays as shall be determined by NParks, for example during school holidays. All vehicle numbers and entry schedules must be provided and are subject to NParks' approval.
- b. Where applicable, vehicle drivers are required to report to the Visitor Centre or the Guard Post at the relevant park to log in and out of the Park Vehicle Movement Log Book.
- c. Vehicle entry into parks is strictly for loading and unloading purposes only. Parking of vehicles in the parks is strictly prohibited except within a car park.
- d. All drivers must observe the speed limit of 15 km/hr when driving in the park. All drivers must drive cautiously, safely and slowly without threatening or jeopardizing the safety of any park user and must give them the right of way at all times.
- e. Vehicles must be driven along the footpaths. Driving of vehicles on any turf area and bicycle/ skating paths is prohibited.
- f. All vehicles entering the park must be fitted with an amber rotating lamp prominently displayed on top of the vehicle, and the lamp must be switched on at all times. In addition, the vehicle's flashing hazard-warning lights must also be turned on.
- g. At least 2 marshals are required to guide each vehicle and warn park users to stay away from the moving vehicle.
- h. NParks reserves the right to revoke any permission granted for vehicle entry if a driver is found not complying with any of the above terms and conditions.

## **FOR SPORTS EVENTS**

- a. For any running and/or marathon event, Applicants shall minimise any inconvenience or obstruction to other park users during the event. The safety of other park users must not be compromised at all times.
- b. For the safety of all park users, Applicants of any running or marathon event shall ensure that all event participants keep to the designated footpaths approved by NParks and refrain from occupying the entire width of such footpaths where possible. Participants must not encroach onto the bicycle tracks at any time.
- c. Applicants shall deploy marshals to direct the traffic.
- d. For all sports activities and events, Applicants are to refer to the Sports Events Categorisation table and its Sports Safety Requirement Chart and submit the necessary safety compliances and documentation to NParks before the event can be approved. The Sports Events Categorisation table and the Sports Safety Requirement Chart can be viewed at [http://www.nparks.gov.sg/sports\\_categories](http://www.nparks.gov.sg/sports_categories)
- e. An Incident Report must be submitted to NParks if an incident results in personal injury and requires the casualty to be admitted to hospital. The report must be submitted within 24 hours from the time of the incident.

## **INDEMNITY FOR BEDOK RESERVOIR PARK APPLICATIONS**

- a. In addition to the indemnity required to be given to NParks as stated in clause 3(j) above, Applicants shall, in respect of any event organised at Bedok Reservoir Park, specifically the Jogging (Service/Maintenance) Track, Floating and adjoining Seating Gallery at Bedok Reservoir Park (together, the "PUB Areas"), undertake responsibility for and fully indemnify the Public Utilities Board (PUB), its servants or agents from and against all liabilities for personal injury (whether fatal or otherwise), loss or damage to property and any other loss, damage, costs and expenses whatsoever and howsoever caused in the course of any event held at the PUB Areas, and all damages, costs, claims and demands which may be made or claimed against the PUB in connection therewith.
- b. Save as expressly set out in these Terms and Conditions, a person who is not party to this agreement shall have no right under the Contracts (Rights of Third Parties) Act (Cap. 53B) to enforce any of its terms.