



Synergy Room's Terms and Conditions

SynergyRoom is the trademark name, and its owner is HR Law Academy Pte Ltd. Whereas, PME Academy Pte Ltd manages the rental of rooms under SynergyRoom. As such, payment for the rental room is to be made to PME Academy Pte Ltd or HR Law Academy Pte Ltd.

Synergy Room operates under two websites namely: **1. www.trainingroomsg.com; and 2. www.trainingroomsg.com** offers exceptional facilities for your next event. We kindly appeal to you to take note of the following terms and conditions for room hire and equipment usage which shall be contractually binding upon you when you register for booking for the training facility.

A. Training Centre Location

Synergy Room is conveniently located at:

- 1) **Singapore Shopping Centre**, 190 Clemenceau Road, Singapore 239924 (8 training rooms and the area is from 250 sq ft being the smallest room, and 1130 sq ft is the biggest room).

B. Bookings / Payment:

Confirmation:

No booking is confirmed until a completed booking form is received by Synergy Room (applicable for first-timer who book rooms). After which, no necessity to use the booking form. A confirmation of the booking receipt, in the form of an email, will then be sent to you from Synergy Room. By submission of the completed form to PME Academy Pte Ltd or HR Law Academy Pte Ltd, the client is bound by the terms and conditions as laid out for the rental of the training room.

The room rental rate is as stated as per a separate attachment which may be changed from time to time. Under no circumstances can the scheduled timing be extended should there be another booking soon after the scheduled booking, i.e. Synergy Room has to handover the training room to the next client.

Should a client need to extend beyond the scheduled booking timing and if the room is available, the charges for an extension will depend on the type of room taken. For example, if a client were to book the full day slot from 8.00 am to 5.30 pm, and if the client handover at 8.15 pm, the extended timing is rounded to 3 hours and the extra charges payable will multiply by the extension charges per hour.

Payment :

Under all circumstances, full payment shall be made before the commencement of room usage. It is only when full payment has been made, and Synergy Room reverts with confirmation then does the contract for rental of the training facility is bound. Failing which, there will not be a contract between Synergy Room and client. Note that situation may arise that client delay in making payment, hence Synergy Room release the room to other client and only to find out later that payment was made by the first client. As such, unless Synergy Room reverts with confirmation to the first client, Synergy Room shall not be bound by the booking. Synergy Room would then refund the full payment to the client. All payments shall be made to either PME Academy Pte Ltd or HR Law Academy Pte Ltd.

Cancellations :

Once full payment is made, there shall be no cancellations, i.e. no refunds will be made to the client regardless of the circumstances, if any. However, if Synergy Room can find a replacement client, then will the client be allowed to reschedule to another date for the rental of the training facility. The rescheduling shall not be later than two months. After which, the booking of the room shall lapse.

C. Stationeries/ Water Dispenser:

Marker pens will be provided. Any additional materials needed such as Flip Chart paper, pens, pencils, A4 paper and bottle water, can be ordered from Synergy Room at minimum charge. There is a water dispenser, and it comes complimentary with the booking of the training room. The water dispenser may be stationed within the room or in the reception or corridor area.

D. Access to the training room and seating arrangement:

For first time usage, Synergy Room's staff will be present to assist you and brief you on the usage of the room. For subsequent usage, you will be given a one-time password via SMS or email to gain access to the room. Once the time session of the booking is over, the onus is on you to ensure that the room is locked. The room is monitored by CCTV cameras which are fitted at the training room and reception area where applicable.

E. Damages to equipment, chairs and tables:

All equipment, chairs and tables are available for the client's usage within the agreed hours. If any damages are found, as a result of due negligence, to the equipment after the client's usage, you shall be liable to pay for the damages caused. However, the client would not hold accountable if faults due to normal wear and tear.

F. Cleaning/ Food and Drinks:

Under all circumstances, no food and drinks are to be consumed in the training room except for drinking water. Should this not be adhered to, any spillage of beverages or food to the carpet, the minimum cleaning charge of \$200 or the charges by external cleaning vendor shall apply. If necessary, the Synergy Room shall replace the carpet and charge the cost to the client. Client shall owe the duty to inspect the room to avoid any disputes as far as spillage of beverages on the carpet is concerned. Do note that there are CCTVs in the training room.

G. Deposits:

Where necessary, Synergy Room will impose a deposit from the client if the usage of the room necessitates food catering or some other purpose other than for training. The deposit may range from \$100 to \$300 and shall return to the client within three days. Any damages arising out of the usage of the training room, the deposit so collected shall be used to pay for the damages, and if any balance, it shall return to the client and if sufficient, the client has to pay the difference.

H. Decorations:

Nothing is to be nailed, screwed, taped or affixed onto any of the walls, doors, or ceilings in the Training Rooms. Blue Tack is an acceptable material but must not be used to be pasted on the walls as the paint may be peeled off. It may be pasted on windows, glass/ wooden doors, white boards.

I. Insurance:

Synergy Room takes no responsibility for any damage(s) to or loss of the client's property before, during and after an event. Clients are to advise all their participants to keep their personal belongings with them at all times. Also, clients need to ensure that they are covered by their insurance for any valuable items.

By Management

PME Academy Pte Ltd and HR Law Academy Pte Ltd

Revised as at 15th July 2018