



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.

Synergy Room operates under two websites: **1. Synergyroom.com.sg; and 2. www.trainingroomsg.com**. We offer 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); and
- 2) HavelockII**, 2 Havelock Road, Singapore 059763 (4 training rooms and the area is from 343 sq ft being the smallest room, and 807 sq ft being the biggest room).

B. Bookings / Payment:

Confirmation:

Upon request of a customer or client wanting to book SynergyRoom, whether in writing or through a telephone call or what's app or SMS, Synergy Room will invoice the customer or client for the training room booking. Once the customer or client makes the payment, SynergyRoom will revert to the customer or client that the training room booking is confirmed. In certain situations, if a customer or client then ensures that they want the training room, but payment is to be made at a later date permitted by SynergryRoom, it is still considered that the booking of the training room is confirmed. The client or customer is legally bound to pay the SynergyRoom even if they decide to cancel the confirmed booking. The rationale is that once SynergyRoom accepts such terms, it will not release the training rooms to other customers or clients.

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 hand over the training room to the next client.

Should a client need to extend beyond the scheduled booking timing and if the room is available, an extension charge 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 the contract for the training facility's rental is bound. There will not be a contract between Synergy Room and the client. Note that a situation may arise the client delay in making the payment; hence Synergy Room releases the room to another client only to find out later that the first client made payment. 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. Unless, otherwise stated that SynergyRoom accepts payment to be made later as stated above.

Cancellations and Postponement:

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

On the other hand, SynergyRoom allows for postponement, provided one month's notice is given in advance. For example, if a client books a room on 10 October 2015 and wishes to postpone, the client needs to inform SynergyRoom by 11 September 2015.

C. Stationeries/ Water Dispenser:

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

D. 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 use, 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.

E. Cleaning/ Food and Drinks:

Under all circumstances, no food and drinks are consumed in the training room unless SynergyRoom approves. For drinking water, it is accepted. 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. The client shall owe the duty to inspect the room

to avoid any disputes as far as the 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 \$200 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. If any balance, it shall return to the client, and if sufficient, the client has to pay the difference. The purpose of the upfront deposit is that if the caterer does not clear the leftover food and utensils, then SynergyRoom would need to clear it on behalf of the client.

Unless the client appoints the authorised caterer from SynergyRoom, there is no need for an upfront deposit.

H. Decorations:

Nothing is to be nailed, screwed, taped, or affixed onto any of the Training Rooms' walls, doors, or ceilings. 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, whiteboards.

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. Also, clients need to ensure that their insurance covers them for any valuable items.

J. Governing laws

All clients are to abide by all the governing laws in Singapore, including the prohibition of smoking, abiding by safe management rules, gambling, etc.

By Management

PME Academy Pte Ltd (SynergyRoom)