



## APPLICATION FOR RENTAL OF FACILITY & TABLE TENNIS EQUIPMENT

### INSTRUCTIONS AND INFORMATION

1. Please complete Part A and Part C of this application form.
2. Incomplete or illegible application will not be considered.
3. For rental of table tennis hall, charges are applicable on per Session basis. In view of the Association's on-going programmes, request for amendment to the timing of each Session, as detailed in Annex A, will not be considered.
4. Please email the completed form at least 3 months before period of hire to [tabletennis@stta.org.sg](mailto:tabletennis@stta.org.sg).
5. The Association will process the application after taking into consideration our existing table tennis programmes and availability of facility and table tennis equipment.
6. Upon approval of application, the Association will inform and invoice the hirer on the amount payable.
7. The renting party is not allowed to rent STTA premises for illegal, immoral or political activities.
8. The renting party is required to make full payment via **cheque in favour to "STTA" before collection or commencement** of the rental of equipment / facilities.

### PART A: PARTICULARS OF APPLICANT ORGANISATION

Name of Organisation		
Registered Address :		
Website Address :		
Contract Person & Designation :		
Email :	Office Tel :	Fax:
	Mobile :	
Type of Organisation (Please tick the relevant boxes)		
<input type="checkbox"/> Ordinary Member of the STTA	<input type="checkbox"/> Full Member of the STTA	
<input type="checkbox"/> Sponsor of the Association	<input type="checkbox"/> Registered under Registry of Society	
<input type="checkbox"/> Institution of a Public Character / Registered Charity	<input type="checkbox"/> Registered under Accounting and Corporate Regulatory Authority	
<input type="checkbox"/> Others: _____		



## APPLICATION FOR RENTAL OF FACILITY & TABLE TENNIS EQUIPMENT

### PART B: RENTAL RATES

Please refer to ANNEX A for rental rates.

### PART C: RENTAL DETAILS

Date of rental (dd/mm/yyyy) to (dd/mm/yyyy)			
Purpose of rental			
<p>For rental of table tennis equipment, kindly indicate the date and timing for collection and return. These are to be within the Association's operating hours<sup>1</sup>.</p> <p>✓ Collection : _____</p> <p>✓ Return : _____</p>			
No	Item	Information	Booking Requirement <i>(Plse clearly indicate the Session, timing or number of units required)</i>
<b>1</b>	<b><u>Training Hall</u></b>		
a	Whole training hall without aircon per session <small>(Inclusive of 8 tables with nets and complimentary use of blockers<sup>2</sup> and cleaning fee)</small>	Session #1: 9am to 1pm (4 hrs) Session #2: 1pm to 5pm (4 hrs) Session #3: 5pm to 9pm (4 hrs)	
b	Whole training hall with aircon per session <small>(Inclusive of 8 tables with nets and complimentary use of blockers<sup>2</sup> and cleaning fee)</small>	Session #1: 9am to 1pm (4 hrs) Session #2: 1pm to 5pm (4 hrs) Session #3: 5pm to 9pm (4 hrs)	
d	Half training hall without aircon per session <small>(Inclusive of 4 tables with nets and complimentary use of blockers<sup>2</sup> and cleaning fee)</small>	Session #1: 9am to 1pm (4 hrs) Session #2: 1pm to 5pm (4 hrs) Session #3: 5pm to 9pm (4 hrs)	
e	Half training hall with aircon per session <small>(Inclusive of 4 tables with nets and complimentary use of blockers<sup>2</sup> and cleaning fee)</small>	Session #1: 9am to 1pm (4 hrs) Session #2: 1pm to 5pm (4 hrs) Session #3: 5pm to 9pm (4 hrs)	

<sup>1</sup> Monday to Friday : 9.00am to 5.30pm

<sup>2</sup> Complimentary use of blockers is subjected to availability.



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No	Item	Information	Booking Requirement <i>(Plse clearly indicate the Session, timing or number of units required)</i>
<b>2</b>	<b><u>Table Tennis Equipment</u></b>		
a	Table with net		
b	Blocker		
c	Manual scoreboard (with 1 set of timeout card)		
d	Plastics chair		
e	Umpire chair		
f	Umpire table		
g	Timeout Device		
h	Towel Box		
<b>3</b>	<b><u>Meeting Room</u></b>		
a	Conference room		From : _____ am / pm To : _____ am / pm
<b>4</b>	<b><u>Other Sports Equipment</u></b>		
a	Prize Rostrum		Quantity: _____ From : _____ (ddmmyy) To : _____ (ddmmyy)

<b>5</b>	<b><u>Refund of Deposits</u></b> As stated in Annex A, upfront deposit payment is required for the rental. When the rented items are duly returned, STTA Finance department will mail the deposit via cheque within 1 month.		
a	Name to be written on deposit refund cheque		
b	Mailing address		



## APPLICATION FOR RENTAL OF FACILITY & TABLE TENNIS EQUIPMENT

We, the renter, declare that we understand and agree to the following rental terms and conditions:

- 1) STTA reserves the right to reject our application, and that the reason(s) for which the application is rejected need not be disclosed. If our application is successful, we agree to be liable to STTA for the full replacement cost from the loss or damage of any equipment or venue facilities.
- 2) STTA will take reasonable steps to ensure that the equipment / venue for rent is reasonably safe for the purpose of promoting table tennis sports. We are to exercise reasonable care when using the equipment / venue, and take all reasonable precautions for our own safety. STTA totally excludes liability for any mishaps, accident, loss, damage, injury or death that may result from our use of equipment / venue, or any activities in connection with the usage. We unconditionally agree to STTA's exclusion of liability as a condition for using the equipment / venue.
- 3) We agree to extend monetary compensation to STTA, should STTA were to suffer any losses or damages resulting from the rental of facility or equipment.
- 4) STTA will not condone any false claims/abuses/misconduct/mischief and reserves the right to claim any damages to its property against the responsible person(s).
- 5) STTA reserves the right to enforce all rules and regulations and to deny access or admission to any person in violation of any rule or regulation.
- 6) STTA reserves the right at any time without prior notice to amend the rules and regulations at its discretion.
- 7) We, the renter, shall ensure that the STTA premises shall not to be used for illegal, immoral or political activities. STTA reserves the rights to forfeit the deposit and cancel the rental arrangement immediately if such activities are discovered.
- 8) We, the renter, shall ensure full payment of the rent and deposit are made to STTA at least **7 working days** before the commencement of the rental arrangement.

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Signature of Authorised Signatory

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Organisation Stamp

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Name and Designation

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Date

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# APPLICATION FOR RENTAL OF FACILITY & TABLE TENNIS EQUIPMENT

## PART D: FOR OFFICIAL USE (FINANCE & CORPORATE SERVICE DEPARTMENT)

Is the facility / table tennis equipment available during the required period?

- Yes
- No

Amount payable            S\$ \_\_\_\_\_ (1)

GST payable                S\$ \_\_\_\_\_ (2)

Refundable deposit        S\$ \_\_\_\_\_ (3)

Total amount                S\$ \_\_\_\_\_ (1) + (2) + (3)

Signature &  
Designation

Date:

\_\_\_\_\_

## PART E: FOR CEO'S APPROVAL

I approve / do not approve\* the above application.

Signature &  
Designation

Date:

\_\_\_\_\_

## PART F: INFORMING APPLICANT OF OUTCOME & AMOUNT PAYABLE (FINANCE & CORPORATE SERVICE DEPARTMENT)

Follow up check list	Status
1) To inform applicant of : a) Approval of the rental arrangement	
2) To inform applicant of : a. The receipt of the rental & deposit amount	

Signature &  
Designation

Date:

\_\_\_\_\_

## STTA FACILITY & TABLE TENNIS EQUIPMENT RENTAL RATES

No	Item	Public Rates	STTA Ordinary Member Rates	STTA Full Member Rates	STTA Sponsor Rates	Refundable Deposit <sup>5</sup>
(Rates quoted below are before GST)						
<b>1</b>	<b><u>Training Hall</u></b> (Sunday, 9am to 9pm, subject to availability) Session #1: 9.00 am to 1.00 pm (4 hours) Session #2: 1.00 pm to 5.00 pm (4 hours) Session #3: 5.00 pm to 9.00 pm (4 hours)					
a	Whole training hall without aircon <sup>1</sup>	\$1040 per session	\$936 per session	\$832 per session	\$520 per session	Refundable deposit amount is the same as the rental fees <sup>5</sup>
b	Whole training hall with aircon <sup>1</sup>	\$1200 per session	\$1080 per session	\$960 per session	\$600 per session	
c	Half training hall without aircon <sup>2</sup>	\$520 per session	\$468 per session	\$416 per session	\$260 per session	
e	Half training hall with aircon <sup>2</sup>	\$600 per session	\$540 per session	\$480 per session	\$300 per session	
<b>2</b>	<b><u>Table Tennis Equipment</u></b> <sup>3</sup>					
a	Table with net <sup>3</sup>	\$50 per unit per day	\$45 per unit per day	\$40 per unit per day	\$25 per unit per day	\$200 per unit <sup>5</sup>
b	Blocker <sup>3</sup>	\$3 per unit per day	\$2.70 per unit per day	\$2.40 per unit per day	\$1.50 per unit per day	\$30 per unit <sup>5</sup>
c	Manual scoreboard <sup>3</sup> (with 1 set of timeout card)	\$5 per unit per day	\$4.50 per unit per day	\$4 per unit per day	\$2.50 per unit per day	\$100 per unit <sup>5</sup>
d	Official High Umpire chair <sup>3</sup>	\$30 per unit per day	\$18.00 per unit per day	\$16.00 per unit per day	\$10.00 per unit per day	\$100 per unit <sup>5</sup>
e	Plastics chair <sup>3</sup>	\$3 per unit per day	\$2.70 per unit per day	\$2.40 per unit per day	\$1.50 per unit per day	\$5 per unit <sup>5</sup>
h	Umpire table <sup>3</sup>	\$7 per unit per day	\$6.30 per unit per day	\$5.60 per unit per day	\$3.50 per unit per day	\$150 per unit <sup>5</sup>
i	Timeout Device	\$30 per unit per day	\$27 per unit per day	\$24 per unit per day	\$15 per unit per day	\$200 per unit <sup>5</sup>
j	Towel Box	\$6 per unit per day	\$5.40 per unit per day	\$4.80 per unit per day	\$3 per unit per day	\$25 per unit <sup>5</sup>
<b>3</b>	<b><u>Meeting Room &amp; Other Sports Equipment</u></b>					
a	Conference room	\$30 per hour	\$27 per hour	\$24 per hour	\$15 per hour	\$100 per room <sup>5</sup>
b	Prize Rostrum <sup>3</sup>	\$350 for 5 working days	\$315 for 5 working days	\$280 for 5 working days	\$175 for 5 working days	\$500 per unit <sup>5</sup>
(Rates quoted above are before GST)						

<sup>1</sup> Inclusive of 8 tables with nets, complimentary use of blockers<sup>4</sup> and cleaning fee

<sup>2</sup> Inclusive of 4 tables with nets, complimentary use of blockers<sup>4</sup> and cleaning fee

<sup>3</sup> STTA will not provide delivery or collection service.

<sup>4</sup> Complimentary use of blockers is subjected to availability

<sup>5</sup> Deposit, after deducting any damages or losses, will be refunded via cheque within 1 month after the rental period. The renter can self-collect the deposit refund cheque at STTA office or request cheque to be mailed out.