



SINGAPORE CHINESE ORCHESTRA CO LTD
7 Shenton Way, Singapore Conference Hall, Singapore 068810
GST Reg. No. 19-9603271-D
Tel: 6557 4039
Fax: 6557 2756

TUNES OF SCO ENGAGEMENT FORM

PART A: APPLICANT'S PARTICULARS	
Name of School: _____	
Address of School: _____	
Contact Person: _____	NRIC Number: _____
Contact No.: _____ (O)	Fax: _____
_____ (H/P)	Email Address: _____

PART B: ENGAGEMENT DETAILS (PLEASE TICK THE APPROPRIATE BOXES WHEREVER APPLICABLE)	
Each Tunes of SCO concert is a 45-min long programme with an interactive element.	
<input type="checkbox"/> Booking I	
Date: _____	_____
Time: _____ to _____	(Concert can only commence from 11.30am onwards)
Concert Venue: _____	No. of students: _____
School level: <input type="checkbox"/> Lower Pri <input type="checkbox"/> Lower Sec <input type="checkbox"/> Others: (please specify) _____	
<input type="checkbox"/> Upper Pri <input type="checkbox"/> Upper Sec	
<input type="checkbox"/> Booking II (for a second concert either on the same day <u>or</u> the following day)	
Date: _____	_____
Time: _____ to _____	(Concert can only commence from 11.30am onwards)
Concert Venue: _____	No. of students: _____
School level: <input type="checkbox"/> Lower Pri <input type="checkbox"/> Lower Sec <input type="checkbox"/> Others: (please specify) _____	
<input type="checkbox"/> Upper Pri <input type="checkbox"/> Upper Sec	

PART C: FEES	
Booking I:	Fee is S\$1,600 (before GST) for engagement of SCO for a single concert.
Booking II:	Fee is S\$2,400 (before GST) for engagement of SCO for 2 concerts on the same day or on consecutive days.

PART D: ACKNOWLEDGEMENT	
I, _____, NRIC No. _____, the authorised representative of the School, have accepted the terms and conditions governing the engagement of the Singapore Chinese Orchestra. I certify that all the information given above are true and correct.	
_____	_____
Signature & School Stamp	Date

Important:

1. GST will be charged.
2. An administrative fee is applicable for cancellation of bookings. Please see Terms & Conditions.
3. Incomplete Tunes of SCO Engagement Form will be considered as void.



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TUNES OF SCO ENGAGEMENT TERMS & CONDITIONS

The following terms and conditions shall govern the engagement of the Singapore Chinese Orchestra for Tunes of SCO and all Schools agree to abide and be bounded by these terms and conditions.

BOOKINGS

1. Application for engagement of the Singapore Chinese Orchestra for Tunes of SCO must be made on the attached engagement form to the Management of Singapore Chinese Orchestra Company Limited (hereinafter referred to as 'the Company').
2. A booking shall only be confirmed when a confirmation letter has been issued by the SCO to the School.
3. The Management reserves the rights to cancel or terminate any engagement by the School. The decision of the Management shall be final. The Management also has the rights to agree or refuse any application for the engagement of Tunes of SCO without any reasons given. Money will be refunded upon cancellation or termination of the engagement. The Company shall not be responsible for any loss or damage sustained out of such action.
4. It is the duty of the School to ensure and to prove that necessary license for using its premises to hold a performance has been obtained from the relevant authorities, if any or application. A Public Entertainment License is required for a performance, and can be obtained from the Public Entertainment Licensing Unit, Licensing Division, 391 Cantonment Complex Singapore 088762, tel: 6557 5818, fax: 6226 1089. A Copyright Music Permit can be secured from Composers & Authors Society of Singapore Ltd, 37 Craig Road, Singapore 089675, tel: 63236630, fax: 63236639.

CANCELLATION OF BOOKING

1. For cancellation of booking in the period of **6 months to 8 weeks** prior to concert date, an administrative fee of 25% of concert fee will be charged to the School.
2. For cancellation of booking in the period of **8 weeks to 4 weeks** prior to concert date, an administrative fee of 50% of concert fee will be charged to the School.
3. For cancellation of booking in the period of **4 weeks to 2 weeks** prior to concert date, an administrative fee of 75% of concert fee will be charged to the School.
4. For cancellation of booking **within 2 weeks** prior to concert date, the **full concert fee** will be charged to the School.
5. Change of event date is considered as a **Cancellation** and is subject to the *Cancellation of Booking Clauses 1, 2, 3 & 4* as stipulated above.

GENERAL

1. All mobile phones and smart devices are to be switched to silent mode while the concert is on.
2. The School is responsible for keeping the order of the students during the concert.
3. The Management may postpone, cancel, interrupt or stop the concert due to adverse weather, dangerous situations or any other causes beyond reasonable control.
4. The School must be entirely responsible for the proper and safe setting of any property that will be used by the Company in the premises and for proper working of its own electrical, mechanical and other appliances.
5. The School must ensure the lights at the concert venue are in working condition.
6. The Company will use its own sound reproduction or amplification equipment together with the School's equipment. A School staff/ representative should be present throughout the concert at the control room with the Company's technicians.
7. The Company will not be liable for any claims, damages or other liabilities that result from using the School's premises and/or its equipment.
8. The School will allow the use of its premises for the Company to do its set up, sound check and rehearsal at least 3 hours prior to the concert. Disturbance may occur.
9. In the event of engaging the Company to perform on two consecutive days, the School will provide a secured storage space for the Company's instruments and equipment.
10. For all engagements, the School will provide the following:
 - a minimum of 4 standing fans on stage if the concert venue is not air-conditioned (the fans and/or the air-conditioner must be switched on during set up by crew of the Company),
 - the stipulated number of chairs required by the Company,
 - 60 bottles of water for musicians and working staff,
 - 2 changing room (1 male and 1 female) for musicians, and
 - at least one holding area for the keeping of instruments/equipment casings and belongings during the concert.