

## **Event Space Rental at the Marina Barrage**

### **List of Required Documents\***

**1. Public Liability Insurance for the event including pre/post event setup/teardown**

**which names PUB as:**

**a. co-insured**

**b. loss payee**

**2. Public Entertainment License & Police Permit**

**3. Fire Safety Permit**

**4. Layout Plan**

**5. Safety Plan & Risk Assessment of the activities carried out**

**6. Cleaning Plan**

**7. Transport Plan**

**8. Setup schedule with vehicle movement details**

**9. Electricity Tapping Form (completed Annex 1 & submit it with your appointed**

**LEW's endorsed single line drawing to building LEW and PUB)**

**10. Risk assessment & method of works statement, complete & sign on Annex 2 & 3**

**with your name, designation & company)**

*\* Please note that your event may be rejected or delayed if any of the listed documents are not submitted before the event*

## FAQ - Required Documents

### **Q: Where can I purchase the Public Liability Insurance (PLI) required for my event?**

A: You can approach your preferred insurance provider for to purchase the PLI required for your event. Please ensure that it covers pre/post event setup/teardown as well. The PLI should name PUB as (i) co-insured; and (ii) loss payee.

### **Q: How do I apply for the Public Entertainment License (PE) and Police Permit (PP) required for my event?**

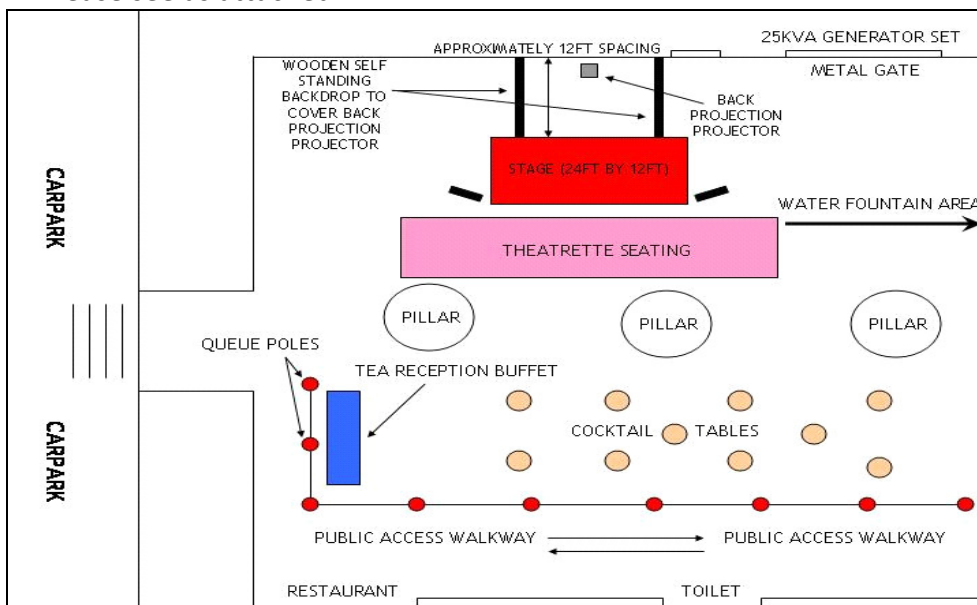
A: For PE application, you can visit the Online Business Licensing Service (OBLs) website at <https://licences.business.gov.sg>. For PP application, please refer to this link: [http://www.spf.gov.sg/licence/frameset\\_PP.html](http://www.spf.gov.sg/licence/frameset_PP.html). If your event does not require a PP, a written confirmation from SPF would suffice.

### **Q: How do I apply for the Fire Safety Permit (FSP)?**

A: The FSP is a necessary requirement for all events involving structural setup. We require your layout plan to be furnished before providing our endorsement for your application to SCDF. For more information, you may visit the following website: [http://www.scdf.gov.sg/Building\\_Professionals/Fire\\_Safety\\_Permit\\_and\\_Certification/Temp\\_Change\\_of\\_Use.html](http://www.scdf.gov.sg/Building_Professionals/Fire_Safety_Permit_and_Certification/Temp_Change_of_Use.html). Please note that all setup should conform to the requirements as listed in the above-listed website.

### **Q: Can I have a sample of the required layout plan?**

A: Please see as attached.



**Q: What should I include in the Safety and Risk Assessment Plan?**

A: Please indicate on your layout plan the ambulance parking location as well as the first aid points for the event. Your risk assessment plan should include a brief description of the activities to be carried out during the event as well as the risk level associated with the event. A sample of the risk assessment is as attached below.

**Risk Assessment**

**Dunking Machine**

	Identified Risks	Likelihood (Very High, High, Medium, Low, Very Low)	Consequences (Catastrophic, Major, Moderate, Minor, Insignificant)	Risk (High, Moderate, Low)	Actions	When	Who	Residual Risk Level
Man	Participants may lose their balance on the machine	Low	Moderate	Low	An event crew will be around to assist the participants	Throughout the event	Event Crew	Low
Machine	Machine may be faulty during the event	Low	Minor	Low	Thorough check before participants sit on the machine	Before event commences	Event Crew	Low

**Q: What should I include in the Cleaning Plan?**

A: Please include the number of cleaners provided throughout event. Note that the cleaners have to be deployed before, during and after the event. This ensures the cleanliness of the event space, so that event participants will have an enjoyable time. Please highlight the number of bins provided (to be shown on layout plan). Portable toilets have to be provided (for >=1000 expected crowd). Lastly please note that all event-related rubbish will have to be disposed off-site by the event organizer.

**Q: What should I include in the Transport Plan?**

A: Please make transport arrangements e.g. number of buses provided, number of cars coming, and inform us on the frequency of your transport including the pickup/drop off points.

**Q: What should I include in the Setup Schedule?**

A: If vehicular entry into Marina Barrage building premises is required, please provide details such as:

- a) company name (including all subcontractors)
- b) vehicle number
- c) time of entry/exit

However, please note that due to increased security concerns, we may need to restrict entry into Marina Barrage premises. Hence, all event organizers should bring along trolleys to ferry their equipment in as well.

**FAQ - Tour**

**Q: Can I include the tour as part of my event program?**

A: The tour and the event space rental are separate. You can book the tour online at <http://www.pub.gov.sg/marina/mbvisitorcentre/Pages/MBTour.aspx>. Each tour is complimentary and can accommodate 80 pax. Tour slot availability is subject to a first-come-first-served basis. For more information about the tour, please contact the Marina Barrage Information Counter at 65145959.

**FAQ - F&B**

**Q: Who are the in-house caterers at the Marina Barrage?**

A: They are 7<sup>th</sup> Storey Restaurant and the Gallery Café. You can contact:

7<sup>th</sup> Storey Restaurant: Mr Andy Chua (62227887)  
Gallery Café: Mr Richard Lim (96388047)

**Q: Are the caterers halal-certified?**

A: They are able to cater for halal-certified food.

**Q: Can I bring in my own caterers?**

A: Yes, we have no restrictions on external caterers. However, we recommend using our in-house caterers, as they may be able to provide competitive rates and services for your event.

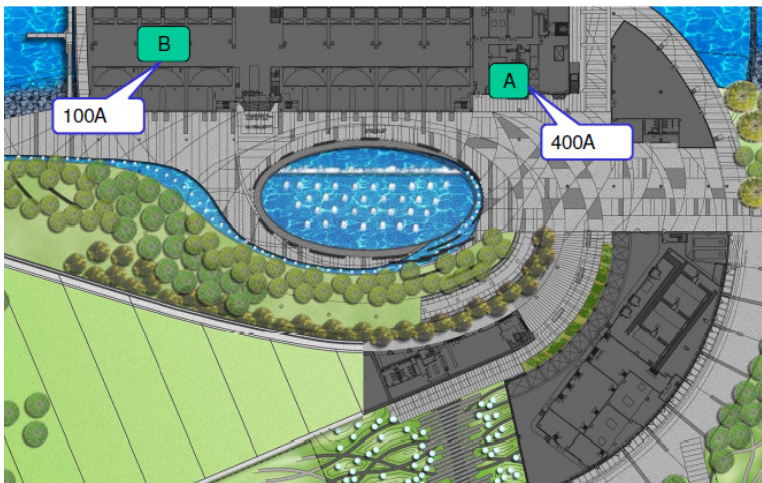
## FAQ - General

### **Q: What are the half day time slots?**

A: Half day time slots are from 9am – 1pm and 2pm – 6pm. Timings outside of the allocated half day time slots will be charged strictly on a full day basis.

### **Q: Can I tap onto the on-site electricity of the Marina Barrage?**

A: For indoor rental of spaces, complimentary usage of electricity is provided. For outdoor spaces, the event organizer would have to use the electricity points from Marina Barrage. Please see attached for location of electricity points:



### **Details of tapping of power:**

- Please see ([http://www.pub.gov.sg/marina/spaceforhire/Documents/Electricity\\_Doc.pdf](http://www.pub.gov.sg/marina/spaceforhire/Documents/Electricity_Doc.pdf)) for a schedule of rates from Leytron Technology Pte Ltd (building LEW) for the rates for turning on the electrical supply at Marina Barrage. Please contact Leytron at 63582891 / 63582892 **at least 1 week before your event date** to arrange a suitable appointment time
- Please complete Annex 1 and engage your own LEW to provide your SLD (single line drawing) and other necessary documents and submit it to Leytron Technology Pte Ltd (keeping PUB in the loop) for vetting.
- PUB staff will conduct a joint meter reading before and after the event to obtain the electricity usage for the event. Following that, a bill will be sent to you for payment. The costs will be directly deducted from your security deposit.
- Payment to PUB will comprise of the following:

- electricity costs (based on the quarterly revised tariff rates as listed on the Singapore Power website  
[http://services.spservices.sg/cs\\_services\\_elec\\_latest-rates\\_frameset.asp](http://services.spservices.sg/cs_services_elec_latest-rates_frameset.asp))
- 20% admin fee + GST

**Q: Is the rental charge inclusive of setup and teardown?**

A: Setup and tear down are free of charge for the day of the event. However a 50% charge of rental rate would be levied on subsequent days after the event for tear down, and for days leading up to the event for set up.

**Q: Will I be allowed to set up tentages?**

A: Setup of tentages (only Gazebo-styled tentages are allowed) is subject to approval, and is at the discretion of the facility management.

**Q: Can I cordon off the area holding the event?**

A: You can cordon off the area using potted plants or queue poles at your own cost. However, please ensure that the general public is not affected and are able to access other areas of the Marina Barrage.

**Q: Would we need to bring in our own tables, chairs, and other equipment?**

A: Tables, chairs, and all necessary equipment required for the event would have to be brought in by the event organizers themselves. Event organizers are also required to bring in their own cleaners and cleaning equipment to clean up after the event. For indoor spaces, the amenities provided are as listed in the rates card.

**Q: Are food and drinks allowed for the indoor venues?**

A: As our indoor venues are air-conditioned and do not have windows, food and drinks are prohibited in our indoor venues.

**Q: Will we be allowed to walk around freely the areas that we have not booked for the event.**

A: Yes, you can walk around freely, so long as it doesn't obstruct, hinder or affect the general public in any way.

**Q: Are there any restrictions to the type of events or activities we can hold there?**

A: We would first need to evaluate your proposal for the event and reserve the right to reject the proposal of any event that we deem inappropriate.

**Q: Are we allowed to reserve parking lots for our important guests?**

A: There are limited parking facilities (about 150 lots) at the Marina Barrage. All parking lots are allocated on a first-come-first-serve basis. We strongly encourage event organizers/participants to car-pool or take public transport. Alternative parking is available at Carpark B.

**Annex 1**

**PUBLIC UTILITIES BOARD  
CATCHMENT & WATERWAYS  
APPLICATION FORM FOR ELECTRICITY SUPPLY CONNECTION**

**PART 1: APPLICANT'S DETAILS**

Request form for Marina Barrage to supply load connection as given in Part 2 by Licensed Electrical worker undertaking this event.

Date of Event: From \_\_\_\_\_ to \_\_\_\_\_  
 Name of Company/Applicant: \_\_\_\_\_ ROC/NRIC No: \_\_\_\_\_  
 Forwarding Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**PART 2: LOAD REQUIREMENTS FOR CONNECTION**

Total load requirement (Pls tick box for required electricity supply connection)

- 13A  
230V Single Phase SSO
- 32A/63A/200A\*      Distribution Board DB's Incomer Breaker: \_\_\_\_\_ Ampere  
400V Three Phase

Specify location of MB's Electrical supply connection: \_\_\_\_\_

**PART 3: LEW DETAILS**

I confirm that the above information is correct and agree to advise Marina Barrage should there be subsequent changes.

Name of Authorized LEW: \_\_\_\_\_ Licensed Number: \_\_\_\_\_  
 Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_ Grade: Electrician/Technician/Engineer\*:  
 Date: \_\_\_\_\_ Signature of Authorised LEW: \_\_\_\_\_  
 To submit Single Line Diagrams Drawing Nos. duly endorsed by LEW

**PART 4: OFFICIAL USED**

Electricity Supply connection availability: Yes/No\*

Comments: \_\_\_\_\_

Checked by TO: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approval by LEW's Authorised personnel : \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Registered Number: \_\_\_\_\_

\* Delete where not applicable

Note LEW Grade: Electrician (45kVA and below)/ Technician (500kVA and below)/  
Engineer (500kVA and above)



**Annex 3**

<b>INVENTORY OF WORK ACTIVITIES / METHOD OF WORKS</b>			
<b>Company:</b>			
<b>No.</b>	<b>Process / Location</b>	<b>Work Activities</b>	<b>Method of Works</b>
1.			
2.			
3.			
4.			
5.			
6.			
7.			

### ACTIVITY -BASED RISK ASSESSMENT FORM

<b>Company:</b>		<b>Conducted by:</b> (Names, designations) (Date)			
<b>Process/ Location:</b>					
<b>Approved by:</b> (Name, designation) (/Date)			<b>Last Review Date:</b>		<b>Next Review Date:</b>

1. Hazard Identification				2. Risk Evaluation				3. Risk Control	
1a.	1b.	1c.	1d.	2a.	2b.	2c.	2d.	3a.	3b.
No.	Work Activity	Hazard	Possible Accident / Ill Health & Persons-at-Risk	Existing Risk Control (if any)	Severity	Likelihood	Risk Level	Additional Risk Control	Action Officer, Designation (Follow- up date)
1.									
2.									
3.									
4.									
5.									

