

## Event Space Rental at the Marina Barrage

### FAQ – General

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

A: Yes, we have no restrictions on having external caterers, but they have to comply with NEA's requirements. No open fire is allowed within Marina Barrage premises. Organizers shall also ensure the caterer cleans up the area after use and dispose all waste off-site.

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

A: We charge 50% of the rental rate for setting up and tearing down of the event. The working hours are from 9am to 6pm.

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

A: A layout plan is required for PUB's assessment and approval. We do not advise on the use of tentage at some of the areas such as the Green Roof due to strong winds.

**Q: Can I cordon off the area that I have rented?**

A: We allow organizers to cordon off their rented areas using potted plants, queue poles or other forms of barriers at their own cost. However, please ensure that the general public is not affected and are able to access other areas of the Marina Barrage.

**Q: Do I need to bring in my own tables, chairs, and other equipment?**

A: For outdoor venues, organisers have to bring in their own tables, chairs, and necessary equipment required for the event. For indoor venues, a standard set of tables, chairs and a basic AV equipment set will be provided.

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

A: We do not allow catering in our function rooms, however there is an allocated sheltered outdoor area for the food.

**Q: Are we allowed to walk around freely in the areas we did not book for our event?**

A: Marina Barrage is open to the public 24/7. Your guests can enjoy the public areas that are not booked.

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

A: Events such as wakes, religious events and political activities are not supported. Organisers / applicants are required to submit event details for the PUB's evaluation.

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

**A:** There are 150 parking lots in Marina Barrage. The lots are limited and are on a first-come-first-serve basis. We encourage organisers/participants to car-pool or take public transport. Alternative parking is available at Satay by the Bay and Gardens by the Bay.

The rates are as follows:

a) Cars / Coaches:

- i. 5am to 6pm \$0.025 per min for first 5 hours and \$0.05 per min thereafter
- ii. 6pm to 5am \$0.050 per min

b) Motorcycles:

- i. \$1.20 per entry all day

## **FAQ – Rental of Outdoor Venues**

**Q: What documents do I need for holding an outdoor event at Marina Barrage?**

**A:** Besides the Event Application Form, the following documents must also be submitted (14 days) before the event for our consideration. Please note that the event may be rejected or delayed if any of the listed documents are not submitted before the event:

- a) Public Liability Insurance for the event including pre / post event setup / teardown which names PUB Marina Barrage as Additional insured
- b) SPF (Public Entertainment License / Police Permit / Liquor Permit/Fund-raising)
- c) MDA (Arts Permit)
- d) SCDF (Temporary Change of Use/Fire Safety Permit)
- e) NEA (Trade Fair License, F&B Sales)
- f) Event Layout Plan (To include portable toilets for events with >500pax)
- g) Transport Plan (>1,000)
- h) Safety & Risk Assessment Plan of the activities and works to be carried out
- i) Cleaning and Off-site Disposal Plan
- j) Setup/teardown schedule with vehicle movement details
- k) Energising Service in compliance with Energy Market Authority (EMA) guidelines
  - a) Engagement of Licensed Electrical Worker (LEW) with work with venue LEW
  - b) Electricity Supply Connection form
  - c) Single-line Drawing
- l) Permit-To-Works (PTW) in compliance with Ministry of Manpower (MOM) guidelines
  - a) Event
  - b) Lifting
  - c) Work at Height

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

**A:** You can approach your preferred insurance provider to purchase the PLI required for your event. Please ensure that your PLI also covers the pre/post event setup/teardown and include Public Utilities Board (PUB) as an additional insured party.

**Q: How do I apply for the licenses and permits for my event?**

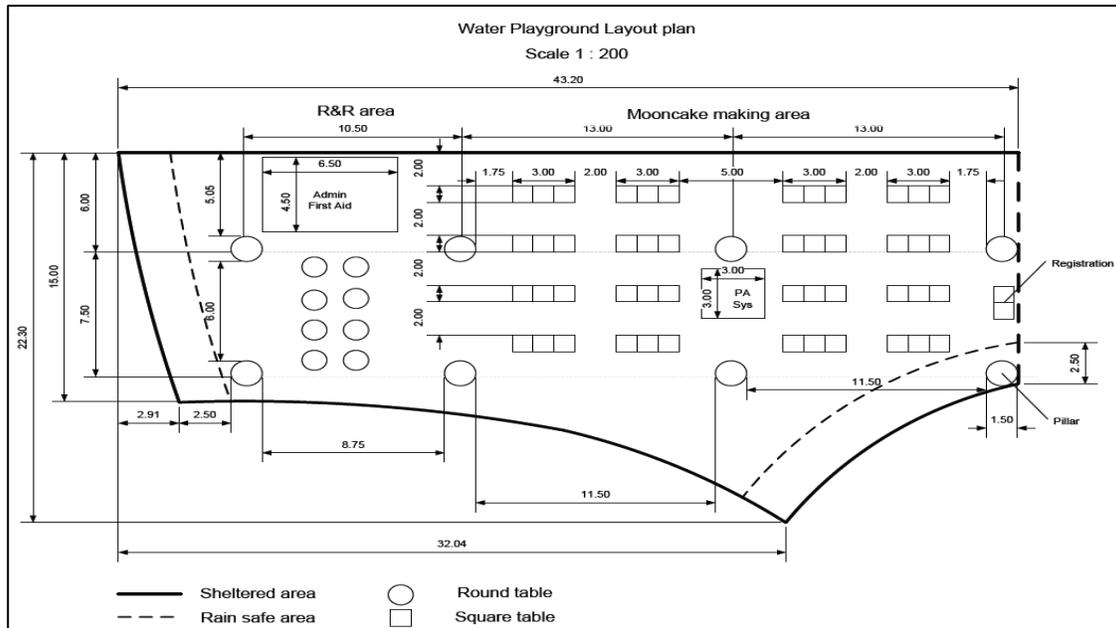
**A:** All permits can be applied at <http://licence1.business.gov.sg>.

If your event does not require the requested licenses or permits, a written confirmation from the relevant authority must be sent to us.

For SCDF permits, we will need a layout plan from you before we issue a no-objection letter (through E- mail) for your submission to SCDF.

**Q: What should be included in the layout plan?**

**A:** The layout plan should include location of activities, structural setup such as stage, tables and chairs, medic point and etc. Portable toilets shall be provided for events with more than 1000 guests. A sample of a layout plan is shown below:



**Q: What should be included in the Safety and Risk Assessment Plan?**

**A:** In your layout plan, please mark out where you plan to park your ambulance and set up your first aid points. Your risk assessment plan should also include a brief description of the activities at the event and the associated risk level. A sample of a risk assessment is as shown below:

<b>Risk Assessment</b>								
<u>Surf board Machine</u>								
	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 be included in the Cleaning and Off-site Disposal Plan?**

A: The cleaning and disposal plan shall include the number of cleaners deployed for the event, the number of rubbish bins to be provided and their locations as well as how all events-related waste will be disposed offsite. Please note that cleaners have to be deployed before, during and after the event to ensure the cleanliness of the event venue. The organizer is responsible to reinstate the rented venue to its original condition and dispose all events-related waste.

**Q: Do I need to provide portable toilet for the event?**

A: The organizer is required to provide portable toilets if the expected crowd is 500pax and above.

**Q: What should be included in the Transport Plan?**

A: The Transport Plan should include the number of buses, the schedule of arrival and departure, marshal deployment (if any) and the pick-up and drop-off points. Please also submit a layout plan with all the logistic set-up if the capacity is above 1,000.

**Q: What should be included in the Set-up/Tear-down Schedule?**

A: The set-up/tear-down schedule should include a list of contractors / sub-contractors, type of works and their schedule of works. For any non-commercial vehicles which need to access Marina Barrage for set-up/tear-down or to unload heavy items, the contractors / sub-contractors must submit the following details for security clearance:

1. Company name (including all sub-contractors)
2. Vehicle number
3. Time of entry/exit

However, it is recommended to unload light-weight and non-bulky goods/ equipment and push them on a trolley. Application will be pending safety and security evaluation from PUB. The set-up/tear-down areas must be cordoned off with proper barricades and visible signs.

**Q: What are the areas that have to keep clear when doing an event at Marina Barrage?**

A: The areas that have to be kept clear are the covered-walkway, all shutter doors, fire engine access route, fire extinguishers and hose reels, life buoys stands and emergency exit doors.

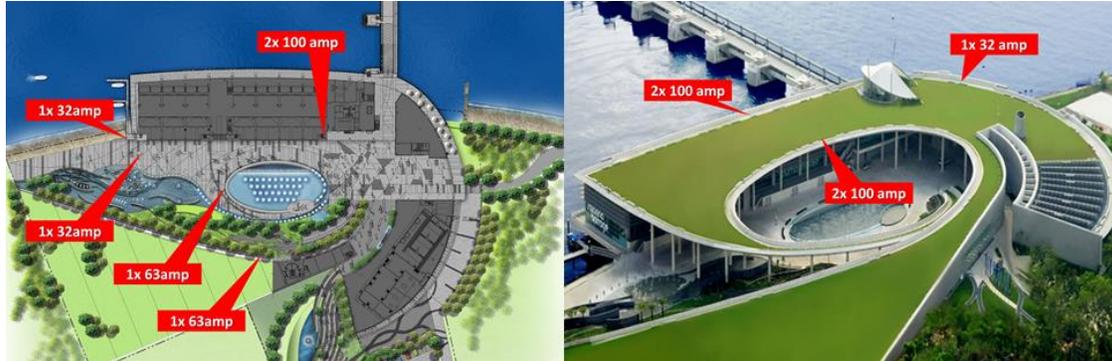
**Q: Must I provide security service for the equipment or goods that we set up?**

A: Yes, security service has to be provided by the applicant to ensure no loss or damage to the equipment or goods. PUB will not be responsible for any loss or damage to the equipment or goods.

**Q: Can I bring my own generator or must I tap onto the existing electrical supply at Marina Barrage?**

**A:** You will have to use the existing electrical supply in Marina Barrage and generators are not allowed, subjected to the PUB's approval. If you require more than 2x 13amp, you will need to engage a LEW as well as PUB's building LEW to energise the electrical tapping point(s).

Please refer to the electrical tapping points below for more information.



**Details for tapping of electricity:**

- The rates for electrical energising are:
  1. 2 points or lesser – \$500 (before GST)
  2. 3 points or more – \$1,000 (before GST)

Payments shall be made payable to PUB's appointed building LEW **at least 1 week before your event** to arrange for both LEWs to be onsite for energizing.

**Q: What other utilities-related charges are there?**

**A:** Besides the cost of electrical energizing, organizer shall also make payment for the use of electricity and water. PUB officer will do a joint meter reading before and after the event to confirm the electricity or water usage for the event. Tariff rates can be found on the Singapore Power Website.

- Electrical charges based on prevailing rates, and 20% admin charge, subjected to GST.
- Water charges based on prevailing rates, Water Conservation Tax, Waterborne Fee, and 20% admin charge, subjected to GST.

**Q: Can I display any event/publicity collaterals for the event?**

**A:** Any display of event/publicity collaterals is subjected to the PUB's approval.

**Q: Can I build structures at the rented areas?**

**A:** Any structural set-up must be approved by PUB. For structures that are 4.5 meters and above in height, a Licensed Professional Engineer must approve and endorse that the structure is safe for use.