



SPACE INSTRUCTIONS

ENTRY AND EXIT GUIDE



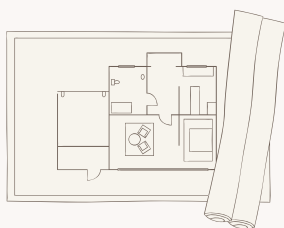
Access Time

Your rental period begins at the scheduled time specified in your agreement



Entrance

Upon arrival, please check in with our event coordinator at the venue to receive assistance.



Space Usage

Utilize the designated areas outlined in your agreement. Avoid accessing unauthorized areas.



Technical Equipment

If you require assistance with technical equipment (ktv, projector, lighting etc), approach our coordinator upon arrival.



Exit

Your rental period concludes at the specified end time. Please begin cleanup and vacate the premises promptly. Additional charges apply for event overrun.



Check-Out

Before leaving, ensure all personal belongings, event materials and trash are removed. Ensure all lighting, aircon, and equipment is switched off.



Note: Smoking is prohibited within the venue premises. Please proceed to lvl 1 for smoking area.

GENERAL VENUE RULES

Enjoy the Space



01 - Cleanliness and Hygiene

Please clean up after yourself and maintain cleanliness throughout your use. We provide ample cleaning supplies (located in the pantry cabinet) and encourage guests to wipe down surfaces, and dispose of trash and decoration properly. Trash should be disposed at the big bin on Lvl 1.



02 - Respect for Neighbours

Respect guests on other levels, as well as to keep noise levels to a minimum during early mornings and late nights.



03- Equipments and Furniture

Furniture can be moved around according to your needs. kindly handle all provided equipment and facilities in the space with care, and return them to their original locations following use.



04 - Safety Measures

Adhere to basic safety rules, such as ensuring switches and appliances are turned off after use and reporting any malfunctions or hazards to our staff promptly. In case of an emergency, follow exit signs and proceed to exit the building via Exit Staircase.

EMERGENCY CONTACT INFORMATION: 83235505