



جمعية العلماء ومدرسي القرآن الإسلامي سنغافورة  
Persatuan Ulama dan Guru-Guru Agama Islam (Singapura)  
Singapore Islamic Scholars & Religious Teachers Association

Facilities Application Form  
(Pergas Digital Production Space)

Reference: FAF 2021-001

Name of Applicant on behalf of the Organization		Name and Registered Address of the Organization			
Applicant's Mobile Number:		Is Applicant a Pergas Member? Yes / No			
Applicant's Email Address:		No. of Participants Involved:			
Nature of Program / Event:		Package Chosen: (Please Tick <b>One</b> ) <input type="checkbox"/> Photographers <input type="checkbox"/> Videographers <input type="checkbox"/> Podcasters <input type="checkbox"/> Live streamers			
From: Day / Date	To: Day / Date	Time In	Time Out	Package Chosen (Official Use)	Rental Charges (Official Use)

*\*The applicant is deemed to have read the terms and conditions governing the use of Pergas Facilities (a copy of which is attached) and hereby agrees to be bound by the said terms and conditions.*

Signature of Applicant

Stamp of Organization

Date

The terms and conditions are an integral part of this booking form.



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## FOR OFFICIAL USE

Application Received on: \_\_\_\_\_

Amount Payable: \_\_\_\_\_

Booking Officer: \_\_\_\_\_

Payment Received: \_\_\_\_\_

Application Approved by: \_\_\_\_\_

Receipt no: \_\_\_\_\_

## TERMS & CONDITIONS GOVERNING THE USE OF PERGAS DIGITAL SPACE AT PARADISE@PERGAS

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### 1. Application

- i. All bookings must be confirmed in writing using the application form obtainable at the Pergas office. All applications for the rental of the studio shall be made in the prescribed form.
- ii. All bookings will only be confirmed after obtaining officials approval within (5) five working days.
- iii. Bookings are not transferable
- iv. Pergas may, in its absolute discretion, grant or refuse any application for the use of the studio, and Pergas reserves the right to cancel any booking.
- v. Other than providing the address of Pergas for the sole purpose of indicating the location of the Program / Event, Users are not permitted to use Pergas' name whether directly or indirectly by themselves or jointly with others, in their respective advertisements or promotions or in any other way or under any circumstances whatsoever. This prohibition shall be applicable during the term of the rental of Pergas' Facilities as well as at all times thereafter.
- vi. All information provided in the application is subjected to Pergas PDPA Policy.

### 2. Payment

- i. Full payment to be made within **14 days** from the date of invoice.
- ii. All payments by cheque shall be made payable to "**PERGAS**".



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- iii. It shall be the duty of the Applicant to prove the necessary licenses and / or permits to hold talks, exhibitions, meetings, seminars, etc. have been obtained from the relevant approving authorities. Copies of such licenses and/or permits shall be submitted to the Pergas at one week before the date of function.
- iv. **A Security Deposit of \$100/-** is subjected, which is payable upon submission of the application form. The Security Deposit is refundable, subject to:
  - a. How well the Applicant is able to keep the room and premises of Pergas clean
  - b. The room and Pergas facilities are free from defacement or damage during the course of the function.
  - c. Deposit will be refunded if application is unsuccessful.

### 3. Cancellation

- i. The Applicant may cancel booking in writing only.
- ii. No charge will be levied for cancellations made at least two (2) weeks in advance; otherwise a cancellation charge of S\$50.00 per booking will be imposed.
- iii. Cancellation will not be allowed on the actual date itself. Otherwise, a cancellation charge of S\$50.00 per booking will be imposed.
- iv. Pergas reserves the right to cancel the booking, due to unforeseen circumstances. In such circumstances, the amount paid will be fully refunded. The Applicant shall not have any further claims against Pergas in connection with such cancellation.

### 4. Liabilities/Responsibilities of User

- i. Pergas shall not be held responsible for any accident / mishap.
- ii. The Applicant shall be held responsible for the cost of repairs to any damages to the facilities, furniture, fittings and equipment that may be incurred, during the use of such facilities.
- iii. The Applicant is responsible for restoring the furniture within the studio to its default setting if they are displaced.



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- iv. The Applicant shall be responsible for the cleanliness of the facilities. All waste materials must be disposed of immediately after the event at a proper collection area.
  - v. If either or such terms & conditions are breached, Pergas has the right to take necessary actions impose on user.
  - vi. A fee of \$20.00 will be levied if your access card is lost.
5. **Others**
- i. The function is expected to start and end on time.
  - ii. Only packed food is allowed within the premises.
  - iii. Studio's control room are out of bounds. The Applicant must ensure that the participants do not enter the above-mentioned room.
6. The Applicant shall adhere to the above Terms & Conditions governing the use of the room and Pergas premises and shall comply with any instructions issued by Pergas.
7. Any changes in the contents, please inform Pergas and resubmit rental application form.
8. You can contact Pergas at 63469350 or **Business WhatsApp call to 63469357**, for any assistance required onsite.

Your registration is subject to the agreement of Terms and Conditions governing Personal Data Protection Act (PDPA) 2012, which can be accessed via [www.pergas.org.sg](http://www.pergas.org.sg)



**جمعية العلماء ومدرسي الإسلام في سنغافورة**  
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**Singapore Islamic Scholars & Religious Teachers Association**

**Booking Hours**

Monday to Sunday  
10am – 10pm

**Peak Hours**

Monday to Friday  
6pm – 10 pm

Saturday to Sunday  
10am – 10 pm

**Off Peak Hours**

Monday to Friday  
10am – 6pm

**Rental Rates**

The rates for the rental of the studio are as follows:

Package	Photographers	Videographers	Podcasters	Live Streamers
Rates	\$20 / hour	\$40 / hour	\$30 / hour	\$90 / hour
Minimum booking duration	2 hours	2 hours	2 hours	3 hours
Equipment	Lights Set	Lights & Videography Set	Podcast Set	Contact us
Space Usage	Production Space			
Control Room	No Access	No Access	No Access	Yes
Access Card	1 x Access Card			
Manpower	No			Yes



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- 10% off for Pergas members
- Peak hour surcharge: +20% of hourly rate
- Excludes GST
- Set up, pack up and makeup / hairstyling time are part of the booking hours. Extension is subjected to availability and is chargeable.



## LIST OF EQUIPMENTS

LIGHTS SET	VIDEOGRAPHY SET	PODCAST SET
i) 1 x Nanlite Forza 300	i) 2 x Blackmagic Pocket Cinéma Camera 4k	i) 1 x MACKIE Profx12 ver. 3 Mixer
ii) 1 x Nanlite Parabolic Softbox	ii) 1 x Sigma 85mm F1.4 Lens	ii) 2 x MACKIE EM-91C Microphone with Shock Mount
iii) 1 x C Stand	iii) 1 x Commlite MFT Booster	iii) 2 x SAMSON MBA28 Table MIC stand
iv) 1 x Lishuai Bi-Color LED Light	iv) 1 x Panasonic 12-35mm F2.8 Lens	iv) 2 x MACKIE MC-150 Headphones
v) 2 x Light Stand	v) 1 x Panasonic 35-100mm F2.8 Lens	v) 1 x MACKIE HM-4 Headphone AMP
	vi) 2 x Manfrotto Tripod with Micro Fluide Vidéo Head	vi) Cables
	vii) 1 x Zoom H6	vii) 1 x Desktop
	viii) 2 x BOYA WM8 Pro K1	
	ix) 1 x MACKIE MC-150 Headphones	

## Props & Tools

- |                    |                        |
|--------------------|------------------------|
| 1) Sofas           | 8) Floor Lamps         |
| 2) Coffee Tables   | 9) Full- Length mirror |
| 3) Side Tables     | 10) TV Console         |
| 4) Decors          | 11) TV Stand           |
| 5) Cupboard        | 12) TVs                |
| 6) Arm Chairs      | 13) Pillows            |
| 7) Standing Plants | 14) Rugs               |