



22/07/2025

Ms. Molly Yang  
China Comfort Tourism Group Co., Ltd  
Rm. 1510, Ruichen int'l Center, No. 13 Nongzhanguan South Rd.,  
Chaoyang District, Beijing

Dear Ms. Molly Yang

**VENUE RENTAL AGREEMENT AT THE GALLERY**

Greetings from National Gallery Singapore!

Thank you for considering National Gallery Singapore to host your event.

We are pleased to issue the Agreement for "Volcano Engine Gala Dinner " for your acceptance.

This Letter of Offer and Agreement will be valid only when signed with a company stamp affixed and returned to the Gallery by no later than **29/07/2025** together with the required payment in accordance to our timeline stated in Schedule 3.

By signing the Agreement, you are also deemed to have read, understood and agreed to be bound by the Agreement.

Payment may be made in any of the following manner:

1. By cheque, crossed and made in favour of "National Gallery Singapore".  
Cheque is to be mailed to:  
National Gallery Singapore  
1 St. Andrew's Road  
#01-01, Singapore 178957  
Attention: CheryInn Lee
2. By telegraphic transfer to (All bank charges are to be borne by Hirer):  
Bank Name: DBS Bank Ltd  
Account Name: National Gallery Singapore  
Bank Address: 12 Marina Boulevard, DBS Asia Central,  
Marina Bay Financial Centre Tower 3, Singapore 018982  
Account Number: 003-929470-0  
Swift Code: DBSSSGSG

We trust that this Agreement meets your requirements. Should you have any queries or require further assistance, please do not hesitate to contact me via +65 98441341 or [cheryInn.lee@nationalgallery.sg](mailto:cheryInn.lee@nationalgallery.sg)

We look forward to welcoming your event and thank you once again for choosing the National Gallery Singapore as your preferred venue.

Yours sincerely,

CheryInn Lee  
Manager, Business Development  
National Gallery Singapore



## VENUE RENTAL AGREEMENT

This Agreement is made on the 29th day of Jul 2025

### BETWEEN

(1) **NATIONAL GALLERY SINGAPORE (UEN No: 200900977G)**, a company limited by guarantee and having its office at 1 St. Andrew's Road #01-01 Singapore 178957 (hereinafter referred to as the "Gallery").

### AND

(2) **CHINA COMFORT TOURISM GROUP CO., LTD (Registration No: 91110105597678665R)**, having its registered address at Rm. 1510, Ruichen int'l Center, No. 13 Nongzhanguan South Rd., Chaoyang District, Beijing (herein after referred to as the "Hirer").

### WHEREAS:

(A) The Hirer desires to hire the Venue from the Gallery for the purpose of the Event, and

(B) The Gallery agrees to hire out the Venue to the Hirer in accordance to the terms and conditions set out below.

### NOW IT IS HEREBY AGREED AS FOLLOWS:

#### 1 DEFINITIONS AND INTERPRETATION

In this Agreement, the following terms have the following meanings, unless the context requires otherwise:

1.1 "Event" means the event to be staged by the Hirer at the Venue, as described in Schedule 1.

1.2 "GST" means Goods and Services Tax at the prevailing rate.

1.3 "Hiring Fee" means all fees, payments, charges, and other amounts due from the Hirer to the Gallery under this Agreement including without any limitation the charges set out in Schedule 2.

1.4 "House Rules" means the rules and regulations issued by the Gallery to manage and define what the Hirer is permitted and not permitted to do and/or carry out, within the Venue and the Premises during the Period of Hire (as amended, modified or supplemented from time to time).

1.5 "Period of Hire" means the period that the Hirer is permitted to occupy and use the Venue, as stated in Schedule 1.

1.6 "Premises" means all areas within the Gallery managed by the Gallery.

1.7 "Agreement" means this document together with all schedules hereto and the House Rules, all of which form an integral part of this Agreement. In the event of any inconsistency in the provisions of the schedules, the House Rules and the main body of this Agreement, the provisions in the schedules will prevail, followed by the provisions in the main body of this Agreement and lastly by the provisions in the House Rules.

1.8 "Venue" means the space that the Hirer is permitted to hire, as indicated in Schedule 1.

1.9 "Working Day" means any day excluding Saturdays, Sundays and public holidays in Singapore.

#### 2 VENUE USE

2.1 The Hirer shall not use or allow the Venue to be used for any purpose(s) other than for the purpose stated in Schedule 1.



2.2 The Hirer shall ensure that all its employees, contractors, agents, representatives, visitors, and any third parties working with the Hirer for the Event shall comply with and adhere to this Agreement.

2.3 The following activity/events are not allowed in the Gallery:

1. Political, religious or any events which are socially sensitive in nature.
2. Weddings or ceremonial events.
3. Sales of products or services or roadshows at The Gallery in conjunction with an event.
4. Benefits or events designed for soliciting business.
5. Exhibition or display of commercial artwork without prior consent from the Gallery's Management.
6. Cooking demonstration.
7. Display of automobiles at the Gallery premises and frontage.

2.4 The Gallery has full authority to remove or exclude from the Venue or Premises any person whose presence is considered by the Gallery to be undesirable, which may include but not limited to the following instances where the person has caused or is likely to cause:

1. any safety concerns, embarrassment, nuisance or annoyance to the general public or to the staff of The Gallery.
2. inappropriate photography or recording.
3. sustained disruption of community events, including talks and presentation.

2.5 The Hirer shall not engage the services of any external security company ("Security Company") other than the Gallery's appointed Security Company unless it has the prior written approval of the Gallery. Where such approval has been given, the Hirer shall ensure that the Security Company engaged for the Event complies with the following:

1. Possess a security license recognised by The Government of the Republic of Singapore; and
2. Work and cooperate with the Gallery's security team; and
3. Adhere to the existing security procedures and protocols of the Gallery; and
4. Provide incident reports to the Gallery in the event of any incident.

2.6 The Gallery reserves the right to require the Hirer to limit the noise level and regulate the volume of any sound, music, performances from audio-visual (AV) or public announcements (PA) equipment or systems at the Venue that might affect or cause any disturbance and discomfort to the general public and visitors to the Premises.

2.7 Animals or livestock of any kind are not permitted into the Premises, except with prior approval from The Gallery.

2.8 The Hirer shall use the food & beverages services of the official caterer appointed by the Gallery. Should the Hirer decide to use an external caterer, the Hirer shall pay to the Gallery a surcharge of \$4500 (or such other amount as the Gallery may determine from time to time) excluding GST. Details of the external caterer shall be submitted to the Gallery at least 30 days prior to Move-In ("Move-In") and the external caterer shall be required to attend a briefing by the Gallery on the Gallery's standard operating procedures.

2.9 Food or beverage of any kind is not permitted in the Auditorium and Seminar Rooms, with the exception of spaces allocated for such purposes by the Gallery assigned to the event.

2.10 No cooking shall be allowed on the Premises except within the designated kitchen space (if any).

2.11 Smoking is strictly prohibited on the Premises.

2.12 The Gallery's in-house AVL equipment (such as lighting, curtain controls and sound consoles) may be operated by the Gallery's appointed technicians only. The Gallery reserves the right to engage

technicians required for the event held at the Auditorium at the Hirer's expense. The Gallery will determine the duration and number of technicians required for the Event for the entire Period of Hire.

2.13 Any external equipment brought in by the Hirer must be set up and operated by the Hirer and/or its appointed contractor/s. The Hirer shall inform the Gallery of all external equipment intended for use at the Event prior to Move-In for the Gallery to determine the suitability, compatibility and safety of any equipment.

2.14 The Hirer shall not interfere with or to make alterations, attachments or additions to the Premises, and shall not place any loads on any beams, pillars or other parts of the structure of the Premises.

2.15 The Hirer shall ensure that all floor surfaces of the Premises are protected from damage. The Hirer and its contractors must lay proper canvas and carpets/plywood from the delivery bay to the Venue before the delivery of any equipment. If protective materials, wires or any other items are to be secured on the flooring, only gaffer tapes (Lemark / Progaff brand) may be used. The Hirer shall ensure that there is no residue left behind after removal of protective flooring.

### **3 NO EXCLUSIVE POSSESSION**

3.1 The hiring under this Agreement does not create a tenancy. The Venue shall at all times during the Hiring Period be and remain the absolute property and in the possession and control of the Gallery, and the Hirer shall not have exclusive possession of the Venue.

### **4 CLEANING**

4.1 The Hirer shall ensure that the Venue is kept clean and tidy at all times.

4.2 The Hirer is fully responsible for the conduct of the caterers and third parties engaged and shall ensure that cleanliness and safety within the Venue is observed.

4.3 The Hirer shall ensure that all waste from the Event is properly contained and disposed outside the Premises immediately after the Event.

4.4 The Hirer shall use rubber floor mats at stewarding/clearing points must be used to prevent any spillages of liquids or food.

### **5 INSTALLATION OF TEMPORARY STRUCTURES**

5.1 All structures must be free-standing and self-supported. No hanging, mounting or plastering from the ceiling, pillars, walls and glass panels are allowed. No bolts, nails, tacks, screws, bits, pins or other like objects shall be driven into any part of the Venue secure these structures.

5.2 The installation of any temporary structures at the Venue shall be subject to the Gallery's prior written approval and a Qualified Professional Engineer (QPE) shall be engaged to design, supervise and inspect the erection of the structure and lightning protection system for external structures, and to ensure the structures are constructed in accordance to the Building and Construction Authority (BCA) requirements or Singapore Standard (SS 555 2010) and relevant Code of Practice (CP) – i.e. CP 5 & CP 88. The Hirer must furnish the following at least seven (7) Working Days prior to Move-In:

1. Plans and Structural details and calculations prepared and signed by a QPE.
2. Plans and complete lightning protection system prepared and signed by a QPE.

### **6 TEMPORARY ELECTRICAL INSTALLATION**

6.1 The Hirer shall ensure that no electrical apparatus or fitting of any kind shall be attached to or used in conjunction with existing ones and no temporary electrical installation works shall be carried out without the prior written permission of the Gallery. When electrical supply is tapped from any 13amp socket, the Hirer shall provide their own Residual Current Circuit Breaker (RCCB) / Earth Leakage Circuit Breaker (ELCB) to prevent tripping of the main electrical riser due to faulty equipment.



6.2 The Hirer shall ensure that any electrical apparatus or temporary electrical installation used at the Venue shall comply with the requirements stipulated by relevant authorities.

6.3 In accordance with the Energy Market Authority requirements, the Hirer shall engage a Licensed Electrical Worker (LEW) for the design, installation, supervision, testing, commission and maintenance of any electrical installation.

6.4 The Hirer shall ensure that any termination of electrical circuit and installation of temporary Distribution Board (DB) supply is approved by the Gallery's appointed LEW. The LEW must be present when electricity is supplied to all appliances and equipment. Hirer shall pay the charges incurred to the LEW directly.

6.5 The Hirer shall submit the following to the Gallery for approval at least seven (7) Working Days prior to the Move-In:

1. Single Line Drawing (SLD)
2. Estimated power consumption for different usage
3. Certificate of Compliance
4. EMA Permit
5. Test report for any testing/setting of the breaker such as shunt trip, earth fault etc.

## 7 HANDOVER INSPECTION

7.1 The Gallery will carry out mandatory handover inspections before Move-In and after Move-Out. The Hirer shall be present for the handover inspection.

7.2 Should any damages be discovered at the handover inspection after the Move-Out, the Hirer shall bear all rectification costs including any costs quoted by The Gallery's contractor to execute the rectification, further cleaning deemed necessary by The Gallery and repairs to damage caused by decorations, signs, banners, streamers and stickers being affixed to any surfaces of The Gallery.

## 8 CANCELLATION

### 8.1 Cancellation by Hirer

1. Cancellation of the Event by the Hirer must be made in writing in advance to the Gallery and the fees shall be forfeited as indicated below. On proper notice having been received by the Gallery, this Agreement shall be terminated and the Gallery shall refund all deposits and Hiring Fees which have been paid in advance subject to the following deductions:

Cancellation of Venue Rental:

Date of Cancellation	Fees Forfeited
6 months or less prior to the commencement of the Period of Hire	30% of the Hiring Fee
3 months or less prior to the commencement of the Period of Hire	50% of the Hiring Fee
30 days or less prior to the commencement of the Period of Hire	100% of the Hiring Fee

2. The Gallery may in its sole discretion forfeit the fees as indicated above, if the Hirer postpones the Event after notice of cancellation has been given to the Gallery. The Hirer is not entitled to the refund of Hiring Fees or any compensation under any circumstances unless otherwise provided for in the Agreement.
3. The Gallery is not responsible for any refunds or compensations made for cancellations in the event of inclement weather.

### 8.2 Cancellation by the Gallery

1. If for any reason beyond the control of The Gallery, the Venue cannot be made available during the Period of Hire, the Gallery will provide as much advance notice to the Hirer as possible. In such an event, the Gallery's sole liability shall be the refund of all deposits and Hiring Fees to the Hirer pursuant to this Agreement.
2. If at any time, whether before or during the Event, the Gallery finds that:
  1. it becomes apparent that the intended use of the Venue will endanger any personnel or property, or
  2. the Hirer does not comply with any provision of the Agreement or The Gallery's policies and procedures notified to the Hirer in any material respect, or
  3. the Hirer becomes insolvent or any proceedings for the Hirer's liquidation or bankruptcy are commenced.

the Gallery may cancel the Event in which case the Gallery shall have no liability to the Hirer whatsoever unless otherwise provided for herein and no refund shall be given.

## 9 AMENDMENTS, POSTPONEMENT AND ASSIGNMENT

9.1 Should the Hirer wish to change the booking dates, the Hirer shall give the Gallery at least 30 days' written notice before the commencement of the Event. The Gallery may, at its absolute discretion, accommodate such requirements in whole or in part. For the avoidance of doubt, the Hirer will still be required to pay the original requirements Hiring Fees, if less than 30 days' prior written notice is given to the Gallery.

9.2 Should the Gallery, in its sole discretion agree to the request for change, further charges as determined by the Gallery in its discretion may be payable. Only one (1) postponement will be allowed and such postponement shall not exceed the period of 12 months from the date of the letter of offer.

1. The following fees will be imposed on the Hirer for such postponement:

Postponement of Venue Rental:

Date of Postponement	Fees
More than 3 months prior to Period of Hire	20% of the Hiring Fee
Less than 3 months prior to Period of Hire	50% of the Hiring Fee

9.3 This Agreement, is not assignable or transferrable to any other party without the Gallery's prior written approval.

## 10 COMPLIANCE WITH RELEVANT REGULATIONS

10.1 It is the sole responsibility of the Hirer to obtain and comply with all requirements of any licenses, permit or other approvals (the "Relevant Approvals") required by relevant authorities and under any laws prior to Move-In. The list of licenses and permits includes but is not limited to the following:

1. Public Entertainment License (PELU) from Singapore Police Force (SPF)
2. Art Entertainment License from Media Development Authority (MDA)
3. Copyright Music License from Composers and Authors Society of Singapore Ltd (COMPASS)
4. Temporary Change of Use License from Singapore Civil Defence Force (SCDF)
5. General radio communication License from Infocomm Development Authority of Singapore (IDA)
6. Food Hygiene / Sale of food from National Environment Agency (NEA)
7. Animal exhibition license from Centre for Animal Welfare and Control, Agri-Food & Veterinary Authority (AVA)
8. Advertisement license from Building and Construction Authority (BCA)
9. Lucky draw application from the gambling suppression branch of the Criminal Investigation Department (CID) of SPF
10. Licenses, collectors certificate of authorisation (CCA) or fund-raising event from SPF and/or National Council of Social Service



10.2 The Hirer shall ensure that any works carried out by the Hirer or its contractors are in full compliance with all relevant legislation (e.g. Work Safety and Health Act) and all subsidiary legislation made thereunder.

10.3 The Hirer shall submit documentary proof of the Relevant Approvals to the Gallery fourteen (14) days before the Event. If the relevant approvals are not obtained and proof thereof submitted to the Gallery within the said time period, the Event shall be deemed as cancelled.

10.4 The Hirer shall ascertain and comply fully and promptly, at its own cost and expense, and sole responsibility, with all laws and regulations of the Republic of Singapore, and with all conditions and requirements of the Government departments, the relevant authorities (constituted under any written law for the time being in force) relating to:

1. the Venue;
2. the use or occupation of the Venue;
3. anything done in the Venue by the Hirer; and
4. anything in the Venue

## **11 WORKPLACE SAFETY AND SECURITY**

11.1 Hirer shall ensure that any works, in particular set-up and tear down works carried out in the Venue are properly cordoned off from the general public, and appropriate safety measures are put in place to prevent injury to the general public and visitors.

11.2 The Hirer shall submit a Safety Data Sheet (SDS) for any chemicals intended to be used on the Premises. Any chemicals deemed hazardous to the Gallery shall be removed from site if forms are not properly endorsed / approved. All SDS shall be submitted at least 7 days prior to Move-In.

11.3 The Hirer shall adhere and comply with the Workplace Safety and Health code of practice and provide the appropriate quantities and types of Personal Protection Equipment to the workers.

11.4 Hirer shall send a representative to attend a safety induction briefing by the Gallery, at least one day before the Period of Hire begins.

## **12 FIRE SAFETY**

12.1 The Hirer shall ensure and comply with all fire and safety guidelines from the SCDF.

12.2 The Hirer shall ensure that all doorways, exits, escape routes, fire call buttons, fire extinguishers and stairways are kept clear of obstruction in accordance with SCDF directives.

12.3 A portable fire extinguisher with capacity of 2.5kg or larger must be present where a heating source will be used or there is a potential fire risk. The fire extinguisher must not be removed from another location where it is protecting another fire risk.

12.4 Dangerous or hazardous materials are strictly prohibited in the Gallery at all times. This includes, but not limited to:

1. Open fire and/or naked flames/use of induction cooker
2. Petrol, LPG gas cylinders, refillable gas cylinders and charcoal
3. Fireworks, pyrotechnics or laser display
4. Radioactive substances
5. Smoke, Mist, Haze or Dry Ice
6. Confetti
7. Helium Balloons (including individual giveaways)
8. Inflammable and explosive devices / material
9. Material that would emit noxious fumes / exhaust / smoke /toxic

## **13 USE OF FLOWERING AND NON-FLOWERING PLANTS**

13.1 The Hirer acknowledges that plants (both flowering and non-flowering) are allowed only within the Venue on the following conditions:

1. The Vendor shall specify the type and placement of plants they propose to bring to the Venue at least [seven days] before the Event for the Gallery's prior approval.
2. If Gallery approves, the plants must be:
  1. pollen-free and placed in a water-based container;
  2. sprayed by a Gallery-approved pesticide before entering the Gallery; and
  3. brought in only on the day of the Event and removed as soon as each Event ends. No plants shall remain overnight in the Gallery.

#### **14 LIABILITY AND RISK**

14.1 All goods and other properties brought into the Premises will be at the Hirer's risk and the Gallery does not accept any goods or property into its charge or control, and the Gallery shall not be in any way responsible for any theft, loss or damage of such goods or property.

14.2 Any unattended materials or items left at the Venue after Move-Out will be disposed of by the Gallery, and the Hirer will be charged for such disposal. The Hirer shall indemnify the Gallery from any liability or claim by a third party whose property was disposed by the Gallery in the mistaken belief held in good faith (which shall be presumed unless the contrary be proven) that such property belonged to the Hirer.

14.3 The Hirer shall take good care of and shall not cause any damage or permit or suffer any damage to be done to the Venue and the Gallery or to any property, facility, paintings, belonging to the Gallery and shall make good and pay for any damage howsoever caused to the Gallery including accidental damage caused by any act or omission whether negligently or otherwise of the Hirer, its employee, contractors, agent or any persons working at and attending the event.

14.4 The Hirer shall be solely liable for, and fully indemnify and hold the Gallery, its officers, employees and its agents, to the maximum extent permitted by law, harmless, from and against:

1. all claims, demands, actions, proceedings, damages, costs, losses and expenses of any nature whatsoever which the Gallery may suffer or incur in connection with loss of life personal injury or damage to property arising from the Event or use of the Venue or by acts from Event participants, the Hirer's guests, agents, employees, contractors or customers unless caused by the wrongful or negligent act or omission of the Gallery involved in this Event.
2. all loss and damage to the Premises, the Venue, its adjoining or neighbouring premises and to all property therein howsoever caused whether directly or indirectly by the Hirer, Event participants, or the Hirer's guests, agents, employees, contractors or customers, including without limitation all loss and damage caused by the use or misuse, waste or abuse of water, fire or electricity by the Hirer, event participants, or the Hirer's guests, agents, employees, contractors or customers.
3. all claims and proceedings for or on account of infringements of any copyright, patent rights, design, trademark name or other protected intellectual property rights in connection with the Event, and from or against all loss, expenses, costs (including legal costs on a full indemnity basis) or damages in respect of such claims or proceedings or in relation thereto.

14.5 The Gallery shall not be liable for any direct, indirect, consequential or special damages or losses suffered by the Hirer in the course of Event.

#### **15 INSURANCE**

15.1 Without prejudice to the Hirer's liability to indemnify the Gallery, the Hirer shall, at his own cost and before commencement of the Period of Hire, take out and maintain such insurance as the Gallery may reasonably require to cover any risks that may be present throughout the Period of Hire.



15.2 In the event that the Hirer directly or indirectly defaults in insuring (including any deficiency of any insurance amount) or continuing to insure as provided in Clause 15.1 hereof, the Gallery shall have the right to insure itself against any risk with respect to which the default shall have occurred and all costs and expenses thereof shall be recoverable from the Hirer.

## **16 WAIVER**

16.1 No failure or delay on the part of the Gallery in exercising any power or right under this Agreement shall operate as a waiver nor shall an exercise of such right or power preclude any other or further exercise of such right or power or other right or power.

## **17 FORCE MAJEURE AND EMERGENCIES**

17.1 Any circumstances beyond the reasonable control of either Party, which delays, interrupts or prevents the event from taking place, is defined as "Force Majeure". Such circumstances shall include but are not limited to:

1. epidemic, pandemic, Act of God, explosion, flood, lightning, storm, tempest, fire or accident;
2. war or threat of war, terrorist attack, breach of peace, insurrection, strike, picketing, lock-out or civil disturbance;
3. restrictions, regulations, bye-laws, prohibitions, demands or measures of any kind on the part of any governmental, parliamentary or local authority, including but not limited to governmental requisition; and/or
4. sabotage, machinery breakdown or power failure not due to either party's fault;

17.2 Upon the occurrence of any of the Force Majeure events, each Party shall for the duration of such Force Majeure event, be relieved of any obligation under this Agreement which is affected by the Force Majeure event, provided that:

1. the provisions of this Agreement shall remain in force with regard to all other obligations under this Agreement which are not affected by such Force Majeure event; and
2. each Party shall resume its full obligations under this Agreement upon becoming aware or notified of the cessation of such Force Majeure event, unless terminated by either Party in accordance with the terms of this Agreement.

17.3 In the event of any Force Majeure event, The Gallery reserves the right to implement or carry out such emergency measures as it may deem appropriate in its sole and absolute discretion, including but not limited to security checks, health checks, contact tracing, cleaning and disinfection of Venue and other premises at The Gallery and/or cancellation of events ("Emergency Measures"). The Hirer shall comply fully and cooperate with The Gallery in the implementation of any applicable Emergency Measures.

17.4 Should the Event be delayed, cancelled or otherwise adversely affected by reason of a Force Majeure event, or should The Gallery implement any Emergency Measures, The Gallery shall not be in default and the Hirer shall not be entitled to claim any refund, or make any claim in respect of losses or any remedy or recourse whatsoever against The Gallery for the failure to carry out the Event or for the implementation of Emergency Measures.

## **18 VARIATION OF AGREEMENT**

18.1 The Gallery reserve the right, at our sole discretion, to change, modify, add or remove any portion of this Agreement, in whole or in part, at any time.

## **19 RIGHTS OF THIRD PARTIES**

19.1 Save as expressly provided herein, a person who is not a party to this Agreement shall have no right under the Agreement (Rights of Third Parties) Act (Cap. 53B) to enforce any of its terms.



## **20 GOVERNING LAW AND DISPUTE RESOLUTION**

20.1 This Agreement shall be governed by and construed in accordance with the laws of Singapore and the Parties irrevocably submit to the exclusive jurisdiction of the courts of Singapore for any legal action or proceedings arising out of or in connection with this Agreement.

## **21 MARKETING AND INTELLECTUAL PROPERTY**

21.1 The Hirer shall obtain the Gallery's prior written approval before using any marketing activities including but not limited to public advertising, promotion, direct marketing, collateral and e-marketing material which mentions the Gallery by name and/or by use of logo or intellectual property.

21.2 The Hirer shall indemnify the Gallery from all and any third party claims relating to the use of copyrighted material or suspected copyright infringement used by the Hirer, its agents, employees, contractors or any third parties hired by the Hirer at the Event. The Hirer shall take full responsibility in ensuring that it obtains all required licenses for any items, products or activities for the Event, including but not limited to the music played at the Event.

21.3 The Hirer shall not post, exhibit or allow to be posted or exhibited, any signs, advertisements, show-bills, lithographs, posters or cards of any description in any area of the Gallery other than within the Venue.

21.4 Hirer shall not distribute flyers, postcards, brochures and any other promotional material within the Premises to promote the Event.

21.5 The use of flash photography is strictly prohibited in the exhibition galleries, and no individual work of art may be photographed or filmed.

21.6 The Hirer shall not, without the prior written approval of the Gallery, engage in or permit filming, sound or video recording, telecasting or broadcasting within the Gallery. Additional charges may apply.

21.7 All requests for media coverage of the Event must be submitted to the Gallery in writing at least 30 days prior to the Event. The request must include information about the categories of press to be invited (e.g. still photographers, journalists, etc) and the nature the desired coverage. In the event that such coverage is approved, the Gallery will have staff present to oversee any recording or filming activity and Hirer must comply with the Gallery's standards for working with such press.

21.8 The Hirer shall not place any free-standing event signage in the public areas within the Premises, unless with prior approval from The Gallery. The Gallery will provide standard event signage at designated locations. The size and placement of all and banners is subject to the approval of the Gallery. All banners and collaterals must be removed immediately following the Event.

21.9 Where relevant, the Hirer grants the Gallery the permission to use its name and logo for the purposes of fulfilling its role in hiring out the Venue.

## **22 CONFIDENTIALITY AND PERSONAL DATA**

22.1 The Hirer, including its employees, agents shall not, directly or indirectly, disclose, reproduce or communicate any confidential information about the Gallery obtained in the course of this Agreement, to any third parties in any form, or use any confidential information improperly, at any time, without the Gallery's prior written consent.

22.2 The Hirer grants the Gallery and its employees, agents and any other third parties required by any party to carry out any work for this Event, the permission to share any relevant information about the Hirer for the purposes of the renting of the Venue.

22.3 The Hirer grants the Gallery and its employees, agents and any other third parties required by any party to carry out any work for this Event, the consent for the collection, usage, disclosure and/or processing of personal data provided herein, for the purposes of fulfilling its obligations under this Agreement including:



- 22.3.1 Use/disclosure of personal data in the process of record keeping and any internal or external audit or data management process;
- 22.3.2 Use/disclosure of personal data in any publicity materials and/or catalogue relating to the Event; and
- 22.3.3 Any other purpose directly related to the above.

## SCHEDULE 1: VENUE AND EVENT SPECIFICATIONS

### A) NAME & PARTICULARS OF HIRER:

Name: China Comfort Tourism Group Co., Ltd

Address: Rm. 1510, Ruichen int'l Center, No. 13 Nongzhanguan South Rd., Chaoyang District, Beijing

Contact Person: Ms. Molly Yang

Telephone Number: +86 15311313963

Email: yangmiaomiao@cct.cn

### B) EVENT DETAILS

Name of Event: Volcano Engine Gala Dinner

Venue for Hire:  
Supreme Court Terrace

Start Event Date(s): 27/08/2025 18:00

End Event Date(s): 27/08/2025 21:00

Description of Event:  
A dinner event with an integrated performance component

Estimated Number of Guests: 60

### C) BANK DETAILS FOR RETURNS OF SECURITY DEPOSIT:

Bank Name:

Bank Address:

Bank Account Name:

Routing Number:

Swift Code:

Account Number:

Branch Code:

Bank Code:

IBAN:



## SCHEDULE 2: HIRING FEES

A breakdown of the Hiring Fees is as follows:

### A) HIRING FEES:

Item	Remarks	Qty	Unit Price	Total Price	Final Price
Supreme Court Terrace only [1H]	Tue 26 Aug 2025 Handover: 6.30pm Setup: 7pm - 11pm	4	800.00	3,200.00	3,200.00
Supreme Court Terrace only [1H]	Tue 26 - Wed 27 Aug 2025 Setup: 11pm - 7am	8	900.00	7,200.00	7,200.00
Supreme Court Terrace only [1H]	Wed 27 Aug 2025 Setup: 7am - 6pm	11	800.00	8,800.00	8,800.00
Supreme Court Terrace only [4H block]	Wed 27 Aug 2025 Event: 6pm - 9pm Teardown: 9pm - 10pm	1	13,200.00	13,200.00	13,200.00
Supreme Court Terrace only [1H]	Wed 27 Aug 2025 Teardown: 10pm - 11pm	1	800.00	800.00	800.00
Non-guaranteed Car Park Coupon (Complimentary)	Event: Wed 27 Aug 2025	45	32.00	0.00	0.00
			<b>Sub-Total</b>	33,200.00	33,200.00
			<b>Total GST 9%:</b>		2,988.00
			<b>Total:</b>		36,188.00

#### A1) OPTIONAL HIRING FEES

S/N	Services	Charges
1	Full Day Parking Coupon - Lot subject to availability	S\$32 per lot, per day
2	Full Day Parking Coupon - Reserved Lot	S\$50 per lot, per day
3	Security Guard, subject to availability	S\$50 per manpower, per hour (per every 4 hours block)
4	AVL Technician - Booking of AVL Technicians to be made at least one month prior to Period of Hire	S\$35 per pax per hour (minimum of 4 hours)
5	Front-of-House - Ushering & Registration Duties - To be made at least one month prior to Period of Hire	S\$35 / hour / manpower
6	Additional Cleaning Fee	Please check with Gallery staff for a quote
7	Utilities - 32amp	S\$9 per hour, per point
8	Utilities - 63amp	S\$16 per hour, per point
9	Gallery Admission Tickets	Please check with Gallery staff for a quote
10	Gallery Tours	Please check with Gallery staff for a quote

\* Subject to Goods and Services Tax at the prevailing rate

**Note:**

- For the avoidance of doubt, should the Hirer's event extend beyond the Period of Hire for any reason whatsoever, the Hirer shall inform the Gallery as soon as possible to request for hiring extension, and such time extensions are only permitted subject to the Gallery's availability and agreement. The Hirer will be fully liable for all additional hiring fees imposed by and as calculated by the Gallery, on a per-hour basis in accordance to the Unit Price in Schedule 2A.

- A 20% levy shall apply if the Period of Hire falls on the Eve of Public Holidays, Public Holidays, & any special dates as specified by the Gallery e.g. F1 season etc.

**\*\*For the avoidance of doubt, the Hiring Fee does not include admission to the Exhibition Galleries at the Gallery.**

All rates quoted based on the requirements as communicated to the Gallery as at the date of this Agreement. Should the requirements change or differ, the Gallery reserves the right to re-quote the offer based on the new requirements. The Gallery shall reserve the rights to amend the rates without prior notice.



### SCHEDULE 3: PAYMENT SCHEDULE

1. The Hirer must adhere to the following payment schedule in order to confirm the booking:

Payment Due Date	Amount
Immediate after issuance of tax invoice	Full Payment: S\$52,788.00
	- 100% Hiring Fees: S\$36,188.00
	- Security Deposit: S\$16,600.00
	[50% of the Hiring Fee (before GST) or a minimum of S\$500, whichever is higher]

2. The Gallery reserves the right to decline or postpone the booking if the Gallery has not received full payment of Hiring Fee and Security Deposit before the Event commences.
3. The Hirer shall pay to the Gallery a Security Deposit of 50% of the Hiring Fee (before GST) or a minimum of S\$500, whichever is higher ("Security Deposit").
4. Subject to any deductions to be made by the Gallery pursuant to this Agreement, the Security Deposit shall be refunded to the Hirer free of interest after the Period of Hire and (subject to paragraph 4 below) within 30 days after the Hirer settles the final invoice from the Gallery.
5. The Security Deposit will be refunded to the Hirer if the following conditions are met as determined by the Gallery:
  1. No damage to the Venue and Premises,
  2. No breach of this Agreement,
  3. No electrical trip caused by Hirer and its contractors, and
  4. Venue and Premises are reinstated to their original condition.



In witness whereof the Parties have entered into this Agreement the day and year first above written.  
SIGNED by:

Name: Lin Mingyan  
Designation: Assistant Director, Business Development

for and on behalf of  
**NATIONAL GALLERY SINGAPORE**

Company's Stamp

in the presence of:

Name: Cherynn Lee  
Designation: Manager, Business Development

for and on behalf of  
**NATIONAL GALLERY SINGAPORE**

SIGNED by:

Molly yang (Jul 29, 2025 17:19:46 GMT+8)

Name: Molly Yang  
Designation: project manager

for and behalf of  
**CHINA COMFORT TOURISM GROUP CO., LTD**



Company's Stamp  
(HIRER)

in the presence of:

Name:  
Designation:

for and on behalf of  
**CHINA COMFORT TOURISM GROUP CO., LTD**













# Venue Rental Agreement - China Comfort Tourism Group Co., Ltd

Final Audit Report

2025-07-29


Created:	2025-07-28
By:	CherylInn Lee (CherylInn.Lee@nationalgallery.sg)
Status:	Signed
Transaction ID:	CBJCHBCAABAAALnlfmosHg1AQPq1jS-A825wcE7-r7DbF

## "Venue Rental Agreement - China Comfort Tourism Group Co., Ltd" History

-  Document created by CherylInn Lee (CherylInn.Lee@nationalgallery.sg)  
2025-07-28 - 3:52:50 PM GMT
-  Document emailed to CherylInn Lee (CherylInn.Lee@nationalgallery.sg) for signature  
2025-07-28 - 3:59:26 PM GMT
-  Document e-signed by CherylInn Lee (CherylInn.Lee@nationalgallery.sg)  
Signature Date: 2025-07-28 - 3:59:42 PM GMT - Time Source: server
-  Document emailed to yangmiaomiao@cct.cn for signature  
2025-07-28 - 3:59:43 PM GMT
-  Email viewed by yangmiaomiao@cct.cn  
2025-07-29 - 2:20:12 AM GMT
-  Signer yangmiaomiao@cct.cn entered name at signing as Molly yang  
2025-07-29 - 9:19:44 AM GMT
-  Document e-signed by Molly yang (yangmiaomiao@cct.cn)  
Signature Date: 2025-07-29 - 9:19:46 AM GMT - Time Source: server
-  Document emailed to Lin Mingyan (mingyan.lin@nationalgallery.sg) for signature  
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-  Email viewed by Lin Mingyan (mingyan.lin@nationalgallery.sg)  
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-  Document e-signed by Lin Mingyan (mingyan.lin@nationalgallery.sg)  
Signature Date: 2025-07-29 - 9:20:28 AM GMT - Time Source: server

 Document emailed to cherylnn.lee@nationalgallery.sg for signature


2025-07-29 - 9:20:29 AM GMT

 Email viewed by cherylnn.lee@nationalgallery.sg


2025-07-29 - 9:22:00 AM GMT

 Signer cherylnn.lee@nationalgallery.sg entered name at signing as Cherylnn Lee

2025-07-29 - 9:26:31 AM GMT

 Document e-signed by Cherylnn Lee (cherylnn.lee@nationalgallery.sg)

Signature Date: 2025-07-29 - 9:26:33 AM GMT - Time Source: server

 Agreement completed.

2025-07-29 - 9:26:33 AM GMT