



# APPLICATION FOR RENTAL OF TABLE TENNIS EQUIPMENT

## INSTRUCTIONS AND INFORMATION

1. Please complete Part A and Part C of this application form.
2. Incomplete or illegible application will not be considered.
3. Please email the completed form at least 3 months before period of hire to [tabletennis@stta.org.sg](mailto:tabletennis@stta.org.sg).
4. The Association will process the application after taking into consideration our existing table tennis programmes and availability of table tennis equipment.
5. Upon approval of application, the Association will inform and invoice the hirer on the amount payable.
6. The renting party is not allowed to rent STTA equipment for illegal, immoral or political activities.
7. The renting party is required to make full payment via **PayNow or Bank Transfer to STTA before collection or commencement** of the rental of equipment.

PayNow UEN no.: **S65SS0005E** or scan the QR code below:



OR

e-pay to the following bank account:

Beneficiary: **Singapore Table Tennis Association**

Beneficiary Add.: 5 Stadium Drive #03-40 OCBC Arena S(397631)

Bank Account no.: **0050168953**

Bank: **DBS Bank Ltd**

Bank Address: 6 Shenton Way, DBS Building, Singapore 068809

Swift Code: DBSSSGSG

8. If the total rental (before GST) is below \$50.00, an administration fee of \$30 + GST shall be payable by the renting party.

## **PART A: PARTICULARS OF APPLICANT ORGANISATION**

Name of Organisation: <b>(Refund of deposit will only be made to the name indicated here)</b>		
Registered Address:		
Website Address:		
Contract Person & Designation:		
Email:	Office Tel:  Mobile:	Fax:



## APPLICATION FOR RENTAL OF TABLE TENNIS EQUIPMENT

Type of Organisation (Please tick the relevant boxes)

- |   |   |
|---|---|
| <input type="checkbox"/> Ordinary Member of the STTA                            | <input type="checkbox"/> Full Member of the STTA  |
| <input type="checkbox"/> Sponsor of the Association                             | <input type="checkbox"/> Registered under Registry of Society                           |
| <input type="checkbox"/> Institution of a Public Character / Registered Charity | <input type="checkbox"/> Registered under Accounting and Corporate Regulatory Authority |
| <input type="checkbox"/> Others: _____  |   |

### PART B: RENTAL RATES

Please refer to ANNEX A for rental rates.

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### PART C: RENTAL DETAILS

Date of rental (dd/mm/yyyy) to (dd/mm/yyyy)

Purpose of rental

For rental of table tennis equipment, kindly indicate the date and timing for collection and return. These are to be within the Association's operating hours<sup>1</sup>.

- ✓ Collection: \_\_\_\_\_
- ✓ Return : \_\_\_\_\_

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<sup>1</sup> Monday to Friday: 9.00am to 5.00pm



## APPLICATION FOR RENTAL OF TABLE TENNIS EQUIPMENT

		To be completed by Applicant	To be completed by STTA					
No	Item	(A) Quantity	(B) Unit Price Per Day (before GST)			(A) x (B)	(C)	(A) x (C)
(1)	<u>Table Tennis Equipment</u>		Public	Ordinary Member	Full Member	Total Rental (before GST)	Deposit per unit	Total Deposit
a	Table with net		\$50.00	\$45.00	\$40.00		\$200.00	
b	Blocker		\$3.00	\$2.70	\$2.40		\$30.00	
c	Manual scoreboard (with 1 set of timeout card)		\$5.00	\$4.50	\$4.00		\$100.00	
d	Umpire chair		\$30.00	\$18.00	\$16.00		\$100.00	
e	Plastic chair		\$3.00	\$2.70	\$2.40		\$30.00	
f	Umpire table		\$7.00	\$6.30	\$5.60		\$150.00	
g	Timeout Device		\$30.00	\$27.00	\$24.00		\$200.00	
h	Towel Box		\$6.00	\$5.40	\$4.80		\$100.00	
i	Foldable chairs		\$6.00	\$5.40	\$4.80		\$100.00	
j	Table		\$10.00	\$9.00	\$8.00		\$200.00	
k	TV		\$200.00	\$180.00	\$160.00		\$2000.00	
l	Sound system		\$100.00	\$90.00	\$80.00		\$1500.00	
m	Projector		\$100.00	\$90.00	\$80.00		\$1500.00	
(2)	<u>Other Sports Equipment</u>		Unit Price for 5 days (before GST)					
a	Prize Rostrum	Quantity: _____ From: _____ (ddmmyy) To: _____ (ddmmyy)	\$350.00	\$315.00	\$280.00		\$500.00	
<b>Total:</b>								



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<b>(3)</b>	<b><u>Refund of Deposits</u></b>	
	As stated in Annex A, upfront deposit payment is required for the rental. When the rented items are duly returned, STTA Finance department will process the refund via PayNow or Bank Transfer within 1 month.	
<b>Name of account holder receiving refund:</b>	(Name as stated in bank account and Part A above)	
Please <b>tick ONLY ONE (1)</b> of the following methods for our payment to you: <b>(It is the sole duty &amp; responsibility of the renter to provide correct information. STTA shall not be held liable for payment to the wrong party if the information provided is incorrect)</b>		
<input type="checkbox"/> PayNow (pls ensure correctness)	UEN No. of <b>account holder</b> for PayNow:	
<input type="checkbox"/> Bank Transfer (pls ensure correctness)	Account No.:	
	Bank (e.g. UOB):	

We, the renter, declare that we understand and agree to the following rental terms and conditions:

- 1) STTA reserves the right to reject our application, and that the reason(s) for which the application is rejected need not be disclosed. If our application is successful, we agree to be liable to STTA for the full replacement cost from the loss or damage of any equipment.
- 2) STTA will take reasonable steps to ensure that the equipment for rent is reasonably safe for the purpose of promoting table tennis sports. We are to exercise reasonable care when using the equipment, and take all reasonable precautions for our own safety. STTA totally excludes liability for any mishaps, accident, loss, damage, injury or death that may result from our use of the equipment, or any activities in connection with the usage. We unconditionally agree to STTA's exclusion of liability as a condition for using the equipment.
- 3) We agree to extend monetary compensation to STTA, should STTA were to suffer any losses or damages resulting from the rental of equipment.
- 4) STTA will not condone any false claims/abuses/misconduct/mischief and reserves the right to claim any damages to its property against us.
- 5) STTA reserves the right to enforce all rules and regulations and to deny access or admission to any person in violation of any rule or regulation.
- 6) STTA reserves the right at any time without prior notice to amend the rules and regulations at its discretion.
- 7) We, the renter, shall ensure that the STTA equipment shall not to be used for illegal, immoral or political activities. STTA reserves the rights to forfeit the deposit and cancel the rental arrangement immediately if such activities are discovered.
- 8) We, the renter, shall ensure full payment of the rent, administration fee (if any) and deposit are made to STTA at least **7 working days** before the commencement of the rental arrangement.

\_\_\_\_\_  
Signature of Authorised Signatory

\_\_\_\_\_  
Organisation Stamp

\_\_\_\_\_  
Name and Designation

\_\_\_\_\_  
Date



# APPLICATION FOR RENTAL OF TABLE TENNIS EQUIPMENT

## PART D: FOR OFFICIAL USE (HPA & FCS DPARTMENT)

Is the table tennis equipment available during the required period? *(to be completed by HPA)*

- Yes  
 No

*(to be completed by FCS):*

Total Rental S\$ \_\_\_\_\_ (i)  
Administration fee S\$ \_\_\_\_\_ (ii) (\$30 if total rental before GST is below \$50)  
GST payable S\$ \_\_\_\_\_ (iii)  
Refundable deposit S\$ \_\_\_\_\_ (iv)  
Total amount S\$ \_\_\_\_\_ (i) + (ii) + (iii) + (iv)

Signature &  
Designation

Date:

\_\_\_\_\_

## PART E: FOR CEO'S APPROVAL

I approve / do not approve\* the above application.

Signature &  
Designation

Date:

\_\_\_\_\_

## PART F: INFORMING APPLICANT OF OUTCOME & AMOUNT PAYABLE (FCS DEPARTMENT)

Follow up check list	Status
1) To inform applicant of: a) Approval of the rental arrangement	
2) To inform applicant of: a. The receipt of the rental & deposit amount	

Signature &  
Designation

Date:

\_\_\_\_\_

## STTA TABLE TENNIS EQUIPMENT RENTAL RATES

No	Item	Public Rates	STTA Ordinary Member Rates	STTA Full Member Rates	Refundable Deposit <sup>2</sup>
		(Rates quoted below are before GST)			
<b>1</b>	<b><u>Table Tennis Equipment<sup>1</sup></u></b>				
a	Table with net	\$50 per unit per day	\$45 per unit per day	\$40 per unit per day	\$200 per unit
b	Blocker	\$3 per unit per day	\$2.70 per unit per day	\$2.40 per unit per day	\$30 per unit
c	Manual scoreboard (with 1 set of timeout card)	\$5 per unit per day	\$4.50 per unit per day	\$4 per unit per day	\$100 per unit
d	Official High Umpire chair	\$30 per unit per day	\$18.00 per unit per day	\$16.00 per unit per day	\$100 per unit
e	Plastics chair	\$3 per unit per day	\$2.70 per unit per day	\$2.40 per unit per day	\$30 per unit
f	Umpire table	\$7 per unit per day	\$6.30 per unit per day	\$5.60 per unit per day	\$150 per unit
g	Timeout Device	\$30 per unit per day	\$27 per unit per day	\$24 per unit per day	\$200 per unit
h	Towel Box	\$6 per unit per day	\$5.40 per unit per day	\$4.80 per unit per day	\$100 per unit
i	Foldable chairs	\$6 per unit per day	\$5.40 per unit per day	\$4.80 per unit per day	\$100 per unit
j	Table	\$10 per unit per day	\$9 per unit per day	\$8 per unit per day	\$200 per unit
k	TV	\$200 per unit per day	\$180 per unit per day	\$160 per unit per day	\$2000 per unit
l	Sound system	\$100 per unit per day	\$90 per unit per day	\$80 per unit per day	\$1500 per unit
m	Projector	\$100 per unit per day	\$90 per unit per day	\$80 per unit per day	\$1500 per unit
<b>2</b>	<b><u>Other Sports Equipment<sup>1</sup></u></b>				
a	Prize Podium	\$350 for 5 working days	\$315 for 5 working days	\$280 for 5 working days	\$500 per unit
(Rates quoted above are before GST)					

<sup>1</sup> STTA will not provide delivery or collection service.

<sup>2</sup> Deposit, after deducting any damages or losses, will be refunded via PayNow or Bank Transfer within 1 month after the good return of equipment.