

TERMS AND CONDITIONS GOVERNING THE BOOKING OF MOE OUTDOOR ADVENTURE LEARNING CENTRES (OALC) FOR EXTERNAL ORGANISATIONS

The following terms and conditions apply to all bookings made by external organisations. For queries, please email moe_psoeb_oal@moe.gov.sg.

1. Booking Conditions

- a. All bookings must be made with the Physical, Sports and Outdoor Education Branch (PSOEB) and are non-transferable.
- b. Booking by external organisations can be made no earlier than 2 months (60 days) before the start of the programme and subject to approval.
- c. The centres operate on a 5-day work week and are not available for bookings on public holidays.
- d. A brief description of the programme objectives and activities must be submitted to PSOEB for approval prior to confirmation of booking.
- e. Religious, commercial, political or illegal activity in any form is NOT allowed in any of the MOE OALCs.
- f. A site recce must be arranged with the Manager/ OALC at least 2 weeks prior to the programme.
- g. Please note that the booking of MOE OALCs is only for the use of facilities and equipment only. The usage of the adventure facilities and equipment are recommended for those aged 10 years old and above only.
- h. Smoking is strictly prohibited in and around the proximity of the MOE OALCs.

2. Charges

- a. The booking charges are as follows:

Facilities at MOE OALCs	Charges
General use of OALC: Accommodation and common areas	\$20 per individual per day (full day charge)
#Indoor and Outdoor Climbing Walls (includes equipment)	\$10 per individual per 4 hours
#Challenge Ropes Course and Zipline (includes equipment)	\$35 per individual per 4 hours
#Abseil (includes equipment)	\$16 per individual per 4 hours
#^Kayak (available only at CCOALC)	\$15 per individual per 4 hours
#^Safety Boat (available only at CCOALC)	\$50 per boat per 4 hours

Certified Personnel

^ Please refer to the Sea Sports SOP for the conduct of sea activities and use of facilities/equipment at MOE Sea Sports Centre (CCOALC).

- b. In the event of cancellation of activities due to inclement weather on the actual day, the above charges may still apply.

3. Usage of Adventure Facilities and Equipment

- a. The use of adventure facilities must be conducted by certified personnel and adhered strictly to the governing Standard Operating Procedures (SOP) and Instructional & Safety Manual (ISM).
- b. MOE and its staff will assume no responsibility or liability for any loss, damage, injury or death resulting from any unauthorised and non-standard use of the facility. MOE reserves the right to stop all activities if SOPs are not adhered to.
- c. Instructor certifications are only valid for use at the centre if they are presented together with a valid Standard First Aid with CPR & AED certification (only originals are accepted).
- d. The Organisation must inform the Manager/OALC of the activities on the adventure facilities (i.e. high and low elements) that they wish to conduct and establish the minimum number of certified personnel required for each activity with the Manager/OALC.
- e. The Organisation must inform the Manager/OALC of any items/facilities that they wish to loan and be responsible for the return of these items/facilities in good working condition.
- f. The Organisation is required to sign out all items on loan and will be accountable for any missing or damaged items/facilities. The Organisation will be required to pay for or make good any damaged or missing item/facility.
- g. Personnel who do not possess the relevant certifications will be barred from conducting activities at the centre. The relevant certifications are stated in the table below.

Activity Qualified to Conduct	Minimum Pre-requisites/ Certifications
All Adventure Facilities (unless otherwise stated in the certification)	Valid ACCT Practitioner certification; or OBS Challenge Course Instructor certification
Rock climbing and bouldering activities on the Climbing Wall	Valid SMF Sport Climbing Instructor or SMF Activity Supervisor (Sport Climbing) certification
Abseiling	Valid Abseil Proficiency 3 certification
Kayaking Orientation Programme (KOP) 1 Star Kayaking Course, expedition	Valid SCF Kayaking Coach Level 1
Handling of safety boat	Valid Powered Pleasure Craft Driving License (PPCDL) issued by MPA

4. Check-in and Check-out Times

- a. Check-in starts from 9.00am on the first day.
- b. Check-out should be no later than 12.00pm on the last day. An additional day of charges will apply if check-out is later than 12.00pm.

5. Payment and Cancellation

- a. All payment must be made in cheque payable to “Accountant General Singapore” within one week and sent to the following:

Attention to: Ms Camilia Li
Address: MOE PSOEB
21 Evans Road, Singapore 259366

- b. Any cancellations must be made known to PSOEB at least 2 weeks in advance. MOE/ PSOEB reserves the right to reject any future bookings by the organisation.

6. Responsibility of Organisations Using MOE OALCs

- a. The Organisation shall be fully responsible for the OALCs booked, even if external agencies or outsourced vendors are engaged to run the camps.
- b. The Organisation is to ensure that use of facilities and grounds of the OALCs adhere strictly to the General Standard Operating Procedures of the OALCs.
- c. The Organisation are to ensure that activities on the adventure facilities (i.e. high and low elements) must be conducted by certified personnel, adhering strictly to the Standard Operating Procedures for Adventure Facilities.
- d. The Organisation should ensure that there is a certified personnel with a valid Standard First Aid with CPR & AED certification on-site at all times and bring their own first aid kit.
- e. The Camp Commandant must be in camp throughout the duration of the camp. A deputy Camp Commandant should be appointed in the absence of the Camp Commandant.
- f. The Organisation must ensure that cleanliness and hygiene of the OALCs is maintained at all times. Please note that laundry services will not be provided.
- g. The Organisation is to make their own arrangements for expendable items such as toilet papers, trash bags, stationeries, washing detergent, sound system etc.
- h. The Organisation is to make their own arrangements for food and eating utensils. The use of disposables is strongly discouraged.
- i. The Organisation is responsible for their own security and safety,

MOE reserves the right to the use of OALCs and facilities.

MOE reserves the right to change these terms and conditions without prior notice.