



Guidebook for Events at URA-managed Spaces at Marina Bay

Version updated Sep 2026



To make Singapore a great city to live, work and play

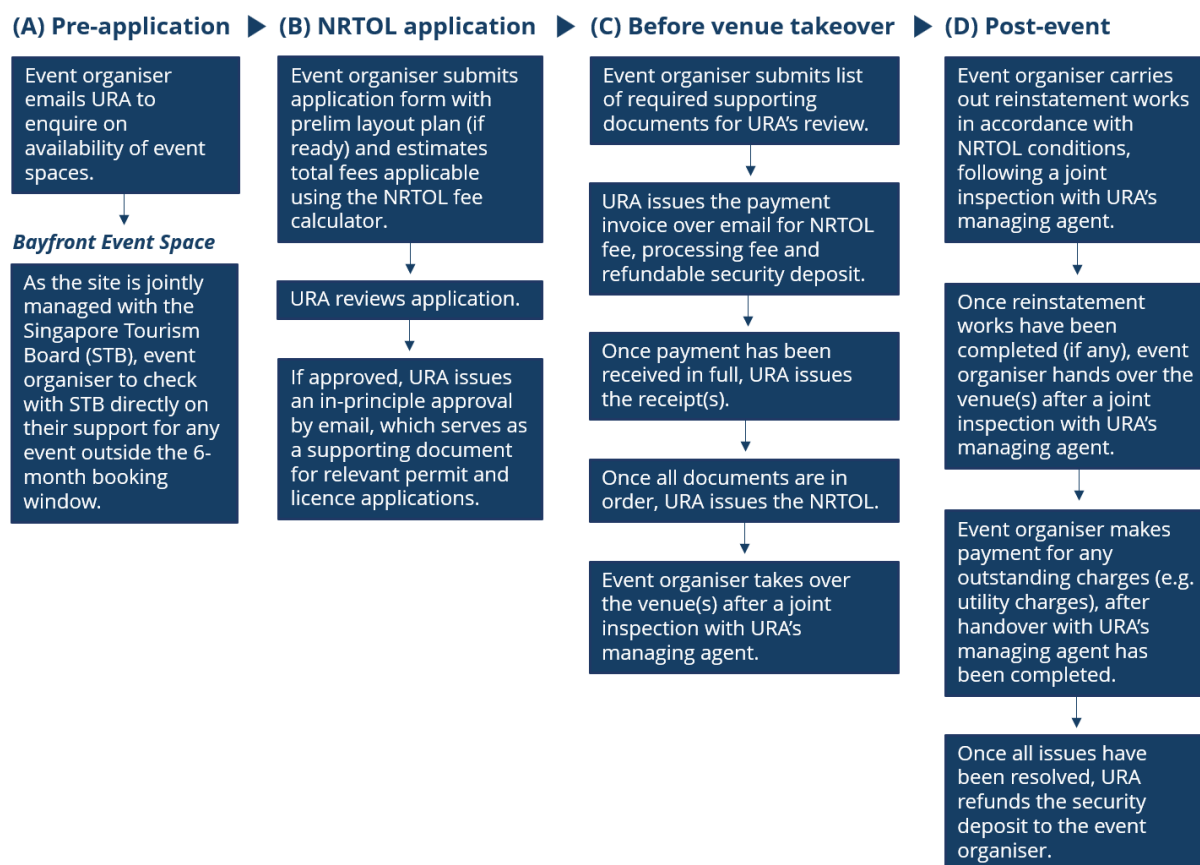
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1. NRTOL APPLICATION PROCESS

1.1 Overview of Application Process



1.2 Pre-application – Essential Information

(a) Duration for per day rental

The sites can only be leased on a **per day** basis (no half-days, etc.).

The duration for each per day use during the event period is from **9.00am to 10.30pm**, subject to review of the event requirements.

(b) Mitigation of disamenities to stakeholders

Due to the proximity of the event spaces to offices and residences, event organisers must put in place measures to mitigate any disamenity to stakeholders, including but not limited to:

Noise mitigating measures:

- i. **Orientating the stage and speakers away from residential developments.**
Please indicate in your layout plan the location(s) and direction(s) that your stage and speakers will be facing for review.
- ii. Sound-checks, announcements, and playing of music **must not be done before 9.00am and after 10.30pm.**
- i. Always avoid excessive music and sound levels throughout the event.
- ii. Implementing appropriate measures to promote safe listening for events with high sound levels (e.g. events with amplified music, festive celebrations, award presentations). Refer to the [Guide for Protection of Hearing](#) for practical recommendations to promote safe listening.

Light mitigating measures:

- i. Always ensuring lighting is controlled and must not be directed at neighbouring developments.

(c) Site-specific information

Interested applicants may wish to conduct a site recce on their own, where necessary.

Site	Key information to note
Bayfront Event Space	• Ground type – tarmac • Usable area – approx. 19,770m² • Standing capacity – approx. 13,000pax • Loading capacity – 10kN/m² • Power supply – Available (2 OG boxes) • Water supply – Available (PUB direct water supply – 2 points) • Sewerage points – Available (PUB main sewer line – 8 points) • Vehicular access – Available (along Bayfront Ave – 2 points)

	For more information, refer to: • Site plan (sectorised) • Site plan (whole) • Rental kit
Event Square	• Ground type – granite tiles • Usable area – approx. 802m² • Standing capacity – approx. 600pax • Loading capacity – 5kN/m² • Power supply – Available (32A single phase industrial CEE-formed socket on smart poles – nearest: SP26 & SP27) • Water supply – Unavailable • Sewerage points – Unavailable • Vehicular access – Available (along Bayfront Link – 1 point) For more information, refer to: • Dimensions • Site plan • Set up guide • Utilities guide
Marina Bay waterfront promenade	• Ground type – granite tiles • Usable area – varies • Standing capacity – varies • Loading capacity – 5kN/m² • Power supply – Available (32A single phase industrial CEE-formed socket on smart poles and along WP6-8; 16A single phase and 32A three phase industrial CEE-formed sockets along the lower boardwalk) • Water supply – Available (PUB water source at WP3; 14 water taps along the waterfront promenade for non-consumption purpose) • Sewerage points – Unavailable • Vehicular access – Available (along Marina Blvd – 3 points) For more information, refer to: • Site plan • Utilities guide

The Promontory at Marina Bay <i>(Note: The walkway around The Promontory is <u>not</u> part of the leasable space)</i>	• Ground type – natural turf (cow grass) • Usable area – approx. 10,090m² • Standing capacity – approx. 8,000pax • Loading capacity – 5kN/m² • Power supply – Unavailable • Water supply – Available (PUB water source at WP3; 14 water taps along the waterfront promenade for non-consumption purpose) • Sewerage points – Unavailable • Vehicular access – Available (along Marina Blvd) • Note: During wet seasons, the condition of the turf could become less ideal for events. Event organisers may wish to consider planking the turf. For more information, refer to: • Dimensions • Site plan • Utilities guide
The Lawn at Marina Bay	• Ground type – mainly natural turf (cow grass), with granite tiles along the perimeter • Usable area – approx. 7,162m² (turf: 3,608m²) • Standing capacity – approx. 3,000pax • Loading capacity – 5kN/m² • Power supply – Available (13A 3-pin plug on benches) • Water supply – Available (1 water tap for non-consumption purpose) • Sewerage points – Unavailable • Vehicular access – Unavailable • Setup restricted to the granite tiles and half of the turf area only. • Note: During wet seasons, the condition of the turf could become less ideal for events. Event organisers may wish to consider planking the turf. For more information, refer to: • Site plan • Utilities and set up guide

1.3 Enquiry on Availability of Event Spaces

To enquire on availability, please write in to us at URA_marinabay_events@ura.gov.sg.

In your email, please include the following details:

-
- (a) **Name and brief description of event**
 - (b) **Event space(s)**
 - (c) **Event date and time**
 - (d) **Event setup and teardown dates**
 - (e) **Nature of event (open to public, private/closed-door, etc.)**
 - (f) **Estimated number of pax**
 - (g) **Prelim programme (e.g. F&B, stage performances)**
 - (h) **Forms of setup required (e.g. tentage, stage)**
 - (i) **Any power and water requirements**
-

You may also wish to use the [NRTOL fee calculator](#) to estimate the total fees applicable to your event.

1.4 Submission of Application

No soft bookings will be accepted.

To secure your booking, submit the [event application form](#) **at least one (1) month before the event date**, but not more than six (6) months in advance for the Bayfront Event Space and nine (9) months in advance for the remaining event spaces.

You may wish to upload your prelim layout plan using the corresponding site plans for our assessment if ready.

Application to use flagpole and/or smart pole banner spaces

Event organisers who wish to use the banner spaces on the flagpoles at The Promontory and/or smart poles along the waterfront promenade can indicate so in the event application form.

Please take note of the guidelines outlined in [Section 2.9 Usage of Flagpole and Smart Pole Banner Spaces](#).

1.5 Post-application - Before Venue Takeover

(a) List of supporting documents for submission

Once URA's in-principle approval has been issued to confirm your booking, you will be required to submit a list of documents (where applicable) based on the following deadlines outlined below for URA's review and endorsement **before your event move-in date**.

SECTION 1: COMPULSORY DOCUMENTS	
Any instances of late submission or failure to submit may result in your venue booking being revoked, with no refund of NRTOL and processing fees. Each breach will also be taken into consideration when reviewing any future applications.	
Final layout plan	<i>[At least 1 month before setup]</i> • Drawn to scale using site plan(s) provided. • To include orientation of stage and speakers (facing away from residential developments), and placement of generators and portaloos at designated locations.
Technical drawings and visuals for structural setup 3m and above	<i>[At least 2 weeks before setup]</i> • To include exact dimensions, installation methods, earth pit locations and anchoring methods.
Professional Engineer (PE) certification for structural setup 3m and above	<i>[At least 2 weeks before setup]</i>
Visuals for structural setup < 3m	<i>[At least 2 weeks before setup]</i> • To include exact dimensions, installation methods, earth pit locations and anchoring methods.
Branding production deck	<i>[At least 2 weeks before setup]</i> • To include all event-related signage with branding e.g. banners, stage backdrop, signage, start/end gantry, which must adhere to the branding guidelines.
Programme outline	<i>[At least 2 weeks before setup]</i> • To include rehearsal schedule (if any). • To take note of prevailing noise regulations.
Public liability insurance (PLI)	<i>[At least 2 weeks before setup]</i> • To name URA as co-insured. • To ensure that the insured period covers the entire NRTOL occupation period (i.e. setup, event, teardown dates) and all event spaces booked for your event.

Power requirements & single-line diagram (SLD) endorsed by a Licensed Electrical Worker (LEW)	<i>[At least 2 weeks before setup]</i> • SLD required only if the event is tapping power from URA's power points.
Proof of EMA's authorisation for use of generators	<i>[At least 2 weeks before setup]</i>
Proposed artwork for smart pole banners	<i>[At least 2 weeks before banner display period]</i> • To use the template and logos provided.
Permits and licences	<i>[At least 3 working days before setup]</i> • To liaise with the respective agencies and obtain the relevant permits and licences where applicable.

SECTION 2: OTHER DOCUMENTS	
To be submitted where applicable	
Cleaning plan	• Walks/runs exceeding 5km and/or events with more than 2,000 pax are to submit a cleaning plan to NEA for approval. • The plan must include number of cleaners, cleaning schedule, location of the amenities – refuse bins/ portable toilets, etc.
PDF compilation of all email notifications sent to MCSTs and/or relevant stakeholders to inform them of your event	• To use the list of contacts that will be provided by URA's managing agent.
Email to SPF Traffic Police for vehicular access along the waterfront promenade	• For events requiring vehicular access along the waterfront promenade from WP1-8 and Event Square. • To use the email template sent over email.

(b) Payment and cancellation policy

Payment for all charges shall be collected no later than one (1) week before the move-in date. Should payment not be received in time, URA reserves the right to disallow the event from proceeding.

Do note that a \$200 processing fee will be charged for cancellations made after invoices have been issued, and all payments are non-refundable. Additionally, URA will take any application withdrawals into consideration when reviewing subsequent applications.

2. GUIDELINES AND REQUIREMENTS

2.1 Accessibility of Waterfront Promenade

(a) 6m pedestrian access

There must always be an unobstructed 6m pedestrian access (width) along the waterfront promenade (from the drain cover to railings).



(b) Temporary closure of walkway

If there is a need to close off the walkway temporarily (e.g. to facilitate flag-off for a race), it can be done only for a short duration (e.g. 1h before/after the race). Please inform URA in advance for our review and approval if this is required for your event.

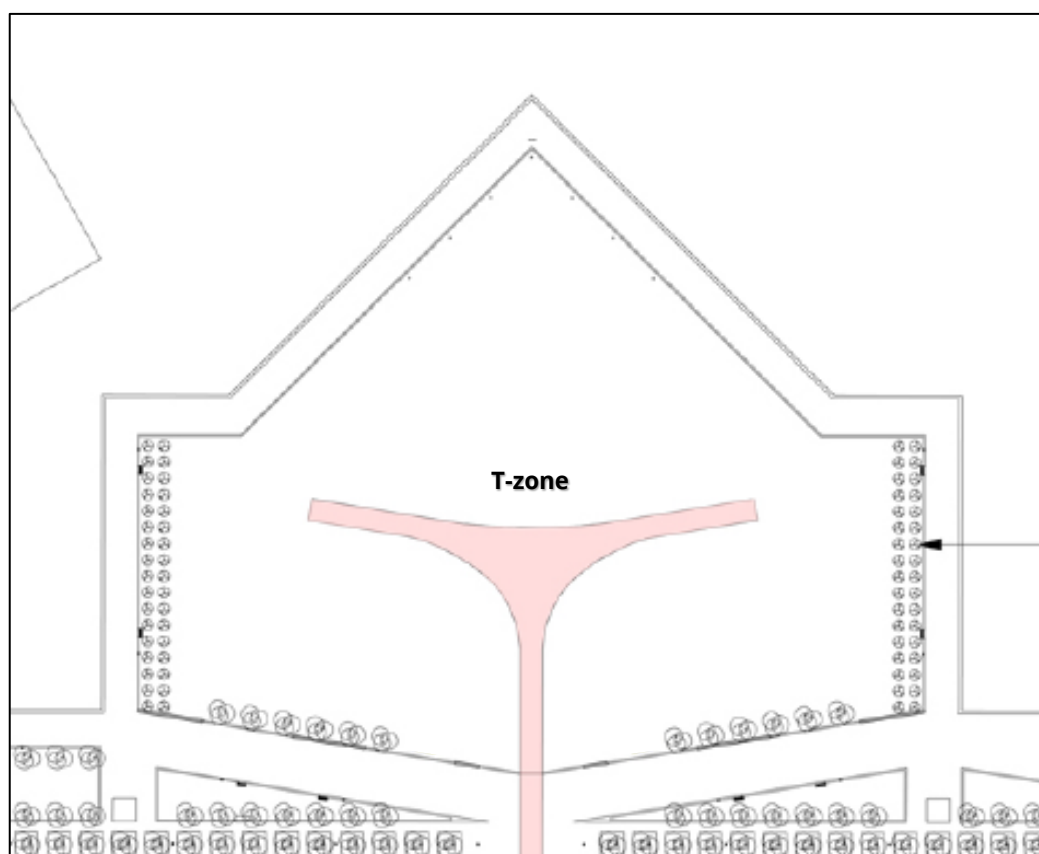
2.2 Vehicular Access

(a) The Promontory, Marina Bay waterfront promenade, Event Square

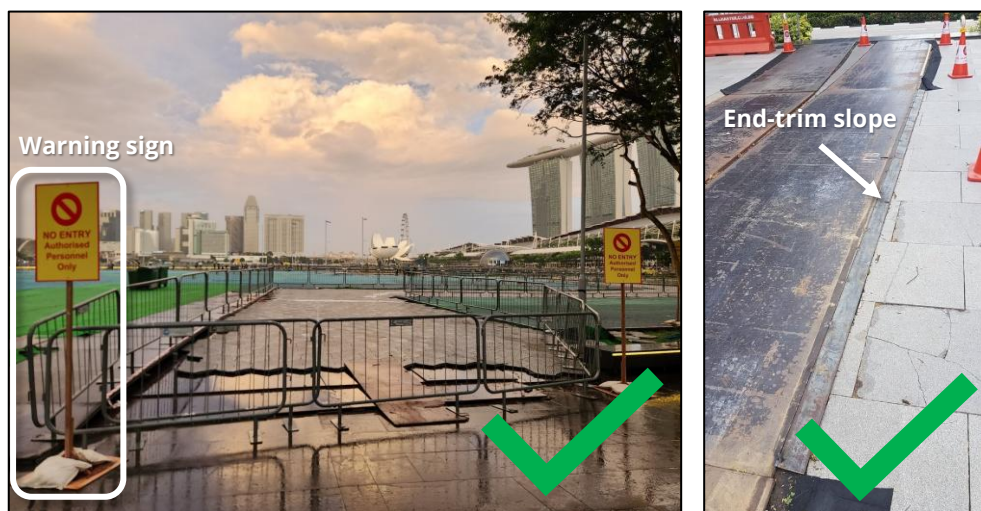


- i. There are 4 designated vehicular access points, which can be identified by chained bollards.
 - a. Event organisers are to liaise with URA's managing agent to lock/unlock the bollards.

- b. Once handed over, event organisers must take full responsibility for the safekeeping of the bollards. Any damage caused to the bollards, chains and padlocks shall be reinstated by event organisers.
 - c. Event organisers shall ensure that only authorised vehicles related to the event are permitted to enter. Private vehicles are strictly not allowed.
- ii. No vehicular access from 12pm to 2pm and from 6pm to 9pm daily, and from 7am to 9am on weekends.
- iii. **No parking is allowed.** All authorised vehicles shall move off immediately after loading/unloading.
- iv. All authorised vehicles must not impede access of [mobile trucks](#) entering the promenade for their operations.
- v. Vehicular access into The Promontory is restricted to the T-zone demarcated in the site plan.



- a. To facilitate public movement and ensure safety, event organisers and appointed contractors must put up warning signages, cones, and use end-trim to create a slope to prevent tripping. In the absence of warning signages and cones, safety marshals can be deployed.



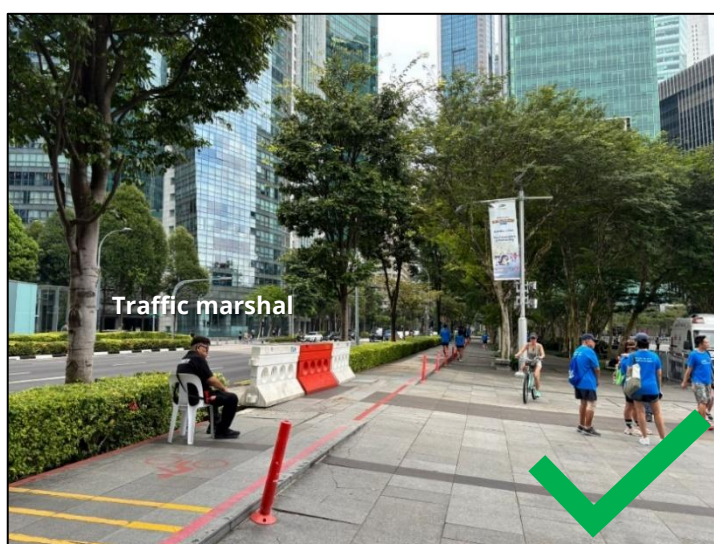
- b. To ensure visibility at night, blinking lights must be installed.



- c. To prevent damage to the tiles along the waterfront promenade and to the turf of The Promontory, events with contractors bringing in heavy vehicles that weigh (laden or unladen) 30 tonnes and above (e.g. fully loaded container truck, heavy duty tower crane) are required to cover the surfaces with wooden planks or metal plates (min. 15mm in thickness) that are not warped and can be laid flat uniformly.



- vi. Traffic marshals must be deployed to direct and control access of vehicles entering/exiting The Promontory and waterfront promenade to ensure that there are minimal vehicles at every point in time. Should URA and/or its appointed managing agent assess that the situation is not managed properly, the vehicular access point may be chained up to restrict further usage.



- vii. With reference to the [Active Mobility Act](#) and Road Traffic Act, vehicles are not allowed along foot paths which include the Marina Bay waterfront promenade. LTA and SPF Traffic Police (TP) have granted an Exemption Order to allow URA-supported event organisers to drive vehicles onto the Marina Bay waterfront promenade for event purposes including setup and teardown works. With this, event organisers are required to send an email notification (template will be shared over email) with details on the event and authorised vehicles to SPF TP at least 5 working days before vehicular entry onto the Marina Bay waterfront promenade. This submission is to facilitate enforcement checks and indicate that these are authorised vehicles. If caught, unauthorised access may be subject to enforcement actions by SPF TP.

(b) The Lawn

There are no vehicular access points (i.e. no loading/unloading bays).

All setups will have to be either trolleyed or craned into the venue from the surrounding roads. Event organisers are advised to consult LTA if they opt for the latter as vehicles used to facilitate the set-up will not be exempted from traffic police enforcement.

(c) Bayfront Event Space

Please refer to the [rental information kit](#).

2.3 Structural and Equipment Setup

(a) Setup at The Lawn

Set up is restricted to the paved areas (pink area) and no more than 50% of the turf area (green), even when the entire venue is booked. The footpath in the middle can be used as a guide.



(b) Prohibited areas for setup

Set up is prohibited on these areas:

- i. Lower boardwalk
- ii. Tree gratings
- iii. Drain covers
- iv. Existing structures and fittings
- v. Trees
- vi. Fire engine access route
- vii. [Cycling path](#)

(c) Loading limit

The loading limit is 10kN/m^2 for the Bayfront Event Space and 5kN/m^2 for all remaining spaces.

Event organisers are to indicate the specifications of the counterweights used for their event in the layout plan submitted.

(d) Professional Engineer (PE) certification

For structures of height 3m or taller, certification by a PE (Professional Engineer) registered in Singapore must be submitted with a valid PE stamp, date and project details.

Example of PE certification:

			DEC 2022
Qualified Person Signature and Stamp			Date
REV	DATE	AMENDMENT	
CLIENT (Name of client)			
PROJECT (Description)			

(e) Pegging at The Lawn and The Promontory

The maximum depth is 300m due to existing infrastructure underground.

(f) Technical drawings and visuals of structural setup

Event organisers are required to provide drawings and visuals of all structural setup including the installation method statement at least one (1) week prior to set up.

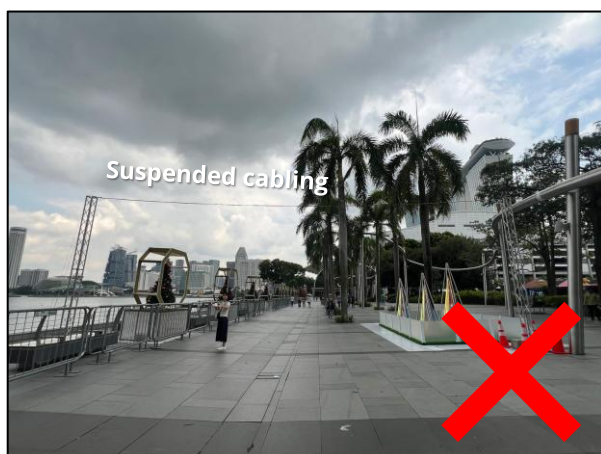
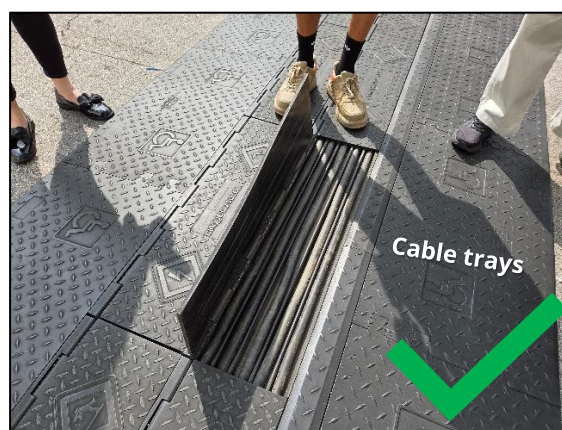
(g) Trolleying setup from loading / unloading points

Where applicable, contractors shall transport their equipment or logistics from the loading / unloading points by trolley.



(h) Electrical cabling

All electrical cabling leading to equipment must be laid on the ground with cable trays complying with BCA's Barrier Free Accessibility (BFA) requirement of 1:10. Suspended cabling is strictly not allowed.



(i) Generators

- i. If generators are used, event organisers must provide proof of EMA's authorisation before operation.

Example of EMA's authorisation:

SUPPLY INSTALLATION LICENCE

LICENCE NO: S / 28643

Licence to use or operate a supply installation at
**OPEN SPACE WITHIN THE LAWN @ MARINA BAY AT 8A
 MARINA BOULEVARD**

SINGAPORE 018984

is hereby granted to
SIN KIAN HUAT CANVAS PTE LTD

under the provisions of the Electricity Act 2001 and the Electricity (Electrical Installations) Regulations 2002.
 This licence is subject to the following conditions:

- (1) Daily Inspection record shall be kept and made available to the Authority whenever required;
- (2) Sale of electricity is not permitted without the written consent of the Authority.
- (3) The Licensed Electrical Worker shall check and re-certify the safe operation of the installation for any shifting or relocation of any of the Generator(s).

This licence is valid from 14/07/2025 14:23 to 13/10/2025

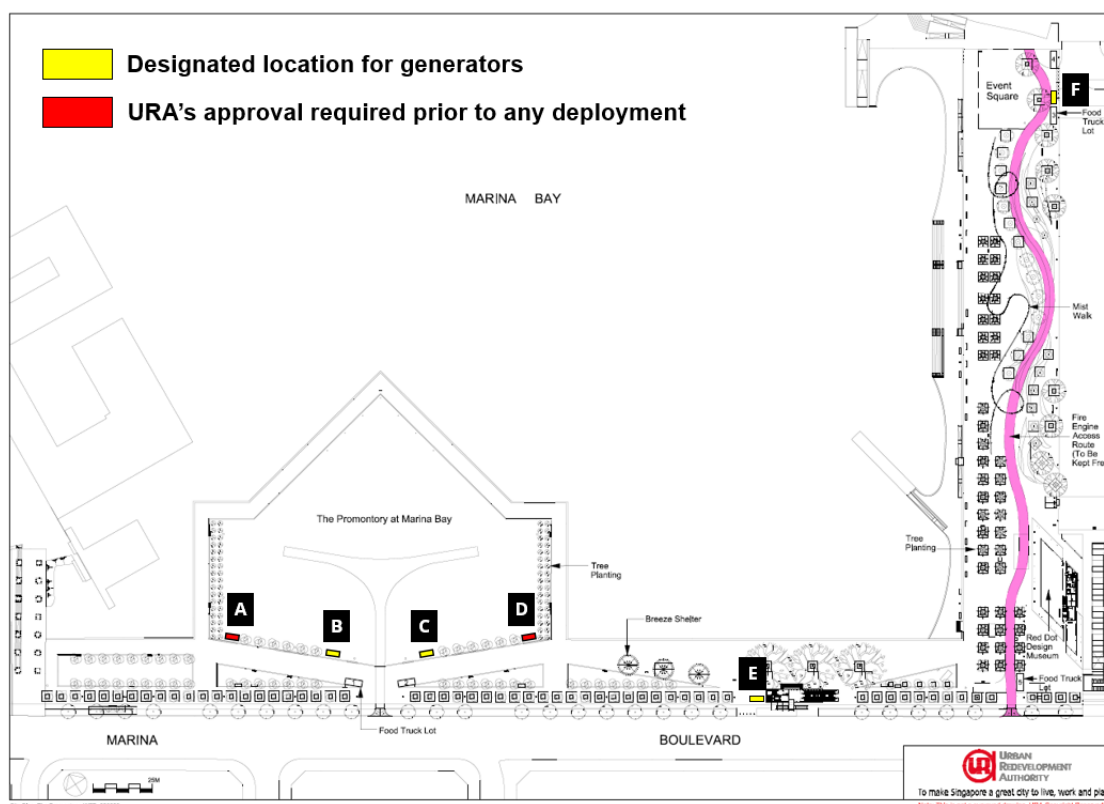
Licence Fee: \$ 50.00

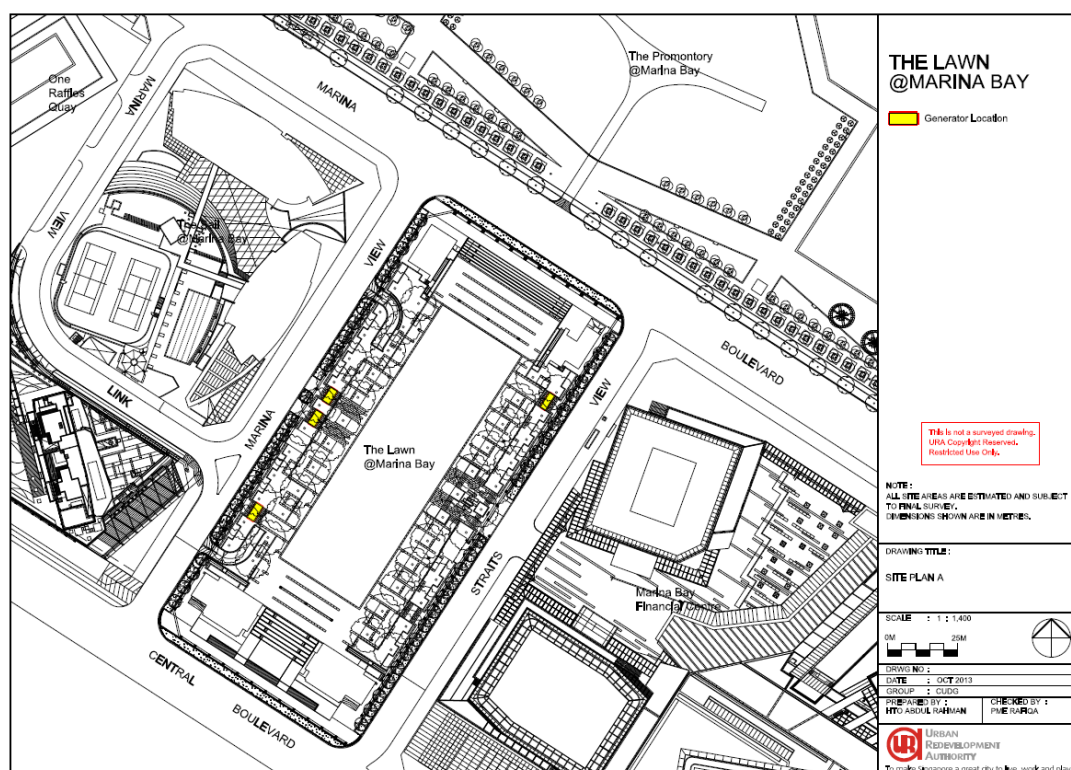
SERIAL NO. 31898

*This licence is to be displayed in a conspicuous position on the switchboard or in the switchroom.
 Please login to the EMA web site at www.ema.gov.sg to verify the validity of this licence.
 Please apply for a new licence before it expires if you intend to continue to use or operate the supply installation after the validity period of the licence as it is an offence to use or operate your supply installation without a valid licence.
 Please notify EMA if you have changed your correspondence address.

Authorised Officer

- ii. Generators are to be placed only at designated locations, and adequate ground reinforcement must be provided for vehicles deploying the generators:





- iii. A protective layer must be placed below the generators to prevent damage to the ground.



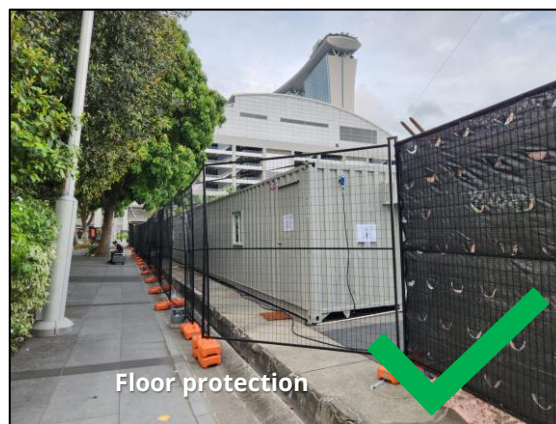
- iv. Barricades of 1.5m height must be set up around generators to prevent public access.



- v. At least one (1) fire extinguisher must be placed beside each generator.

(j) Barricades

Barricades on granite pavement and tarmac ground must rest on rubber pads or protective sheets to prevent rust stains. Any rust stains must be removed post-event.

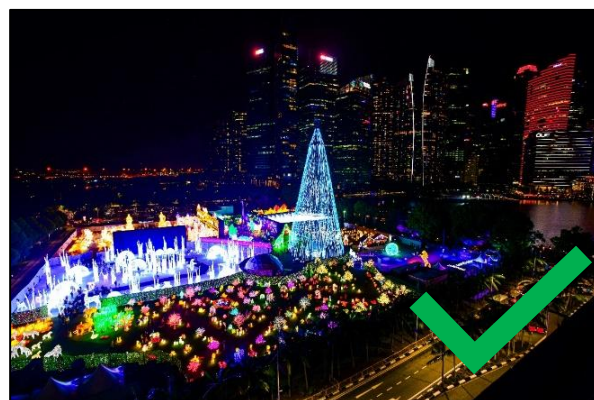
**(k) Floor stickers**

Due to the nature of the granite pavement, floor stickers are strictly not allowed.



(l) Event lighting

Lighting used during setup, event, and teardown must not shine into nearby developments. Organisers shall also ensure light intensity is calibrated and does not cause disturbance.



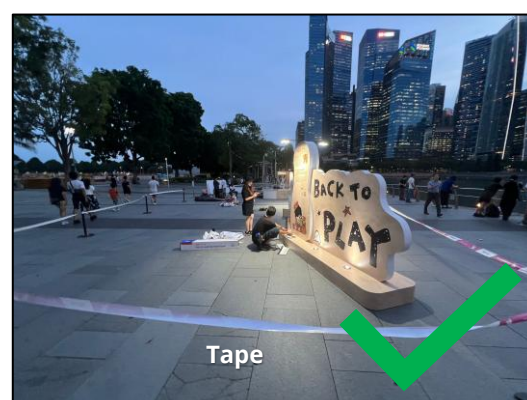
(m) Cleanliness

- i. A cleaning plan outlining information on number of cleaners, cleaning schedule, location of the amenities (refuse bins/ portable toilets, etc.) must be submitted to URA for review and approval. If the event is a walk/run exceeding 5km and/or has more than 2,000 pax, the plan must be submitted to NEA as well.
- ii. Portaloos are to be placed away from pedestrian paths so as not to obstruct daily activities along the waterfront promenade.
- iii. For events with an expected attendance of 3,000 pax or more, event organisers must provide bulk bins and bulk bin disposal suitable for the scale of the event.
- iv. Cleaners must be deployed to carry out continuous litter-picking and emptying of litter bins throughout the entire event period, including setup and teardown. There must not be any overflowing bins, and all bins must be emptied once they are 75% full.
- v. At the end of each event day, an immediate thorough cleaning of the entire site must be carried out.
- vi. No rubbish is to be left overnight, and event organisers must clear up all litter, debris and stains on the ground. If the cleaning team is not mobilised within an hour after the event, URA reserves the right to undertake all necessary cleaning works, without further notice to event organisers, who will have to reimburse the additional charges for cleaning to URA thereafter. If payment for the cleaning services is not received within a month after the event, URA reserves the right to deduct the amount from the refundable security deposit.

- vii. For events that extend beyond a week, event organisers must arrange for a pest control programme, undertaken by a licensed pest control operator, to ensure that the event site is kept free from pests, such as mosquitoes, flies and rodents.
- viii. For events that require isotonic drinks to be served, event organisers must arrange for cleaning of any spillage on the granite promenade to prevent stains. URA may charge event organisers for any additional cleaning services required if post-event cleaning does not meet URA's standards.

(n) Working/holding areas including Back of House items

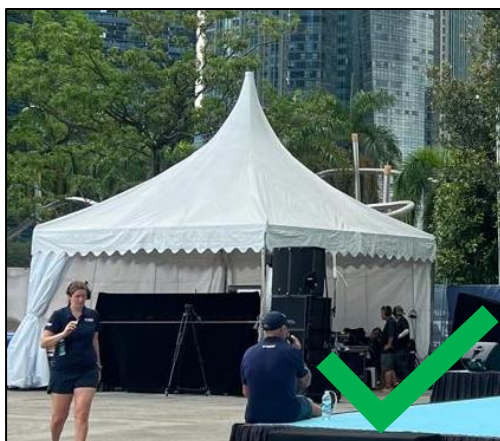
- i. Event organisers must always maintain a clean and tidy working area.
- ii. All areas with setup and teardown of structures must be cordoned off with barricades and/or have a safety officer on-site to direct the traffic during the setup and teardown period. Public access must be maintained at all other times as far as possible.



- iii. Back of House equipment/items must be placed within their respective tentages and properly screened from the public by, for example, deploying the weatherproofing flap of tentages to conceal these equipment/items:



- iv. If tentages are to be kept open on all sides, then the Back of House equipment/items must be consolidated and arranged neatly:



(o) Open-fire cooking

Open-fire cooking is generally not permitted. All proposals will require prior approval from both URA and SCDF.

(p) Damage to common property

Event organisers must take all necessary precaution to protect common property during the entire event period, including setup and teardown.

Should there be any major damage that affects public safety at any stage, event organisers must make effort to repair the damage within one (1) day. For other minor damage, reinstatement of the damaged area(s) must be completed within fourteen (14) days after the post-event inspection date.

For any failure to do so, URA reserves the right to carry out the requisite reinstatement and the cost of which shall be recovered from the refundable security deposit.

2.4 Usage of Utilities

Consumption of any utilities is chargeable and requires prior approval from URA. Event organisers shall exercise care to conserve the usage. Please refer to Section 1.2 (c) on the utilities available for the respective event spaces.

(a) Power supply

The electrical points may not adequately meet the needs of some events. If so, event organisers will have to cater for their own generators separately.

Usage of any electrical points must come with a single line diagram (endorsed by a Licensed Electrical Worker) showing the connection details, submitted to URA for review minimally 2 weeks before setup. A circuit breaker must also be installed onsite.

(b) Water supply

For PUB water points, event organisers shall apply directly with PUB.

The water taps at The Lawn and along the Marina Bay waterfront promenade are for non-consumption purposes (e.g. cleaning) only.

2.5 Event-related Signage with Branding

A branding production deck comprising all event-related signage (e.g. banners, stage backdrop, signage, start/ end gantry) that will be displayed has to be submitted to and approved by URA prior to the setup.

Generally, event organisers have to adhere to the [Guidelines for Outdoor Event Signage in Central Area](#). For commercial brand names and logos on any setup along the perimeter of the site including banners:

- (a) If displayed together with event details as part of the same sign, commercial branding shall not form more than 50 percent of the total signage area.



- (b) If displayed as individual signs, commercial branding signs shall not exceed 50 percent of the total number of standalone signs. Commercial branding signs can be displayed individually or in groups to alternate with the event signs.



Any proposed signs to be displayed for events at public spaces have to be submitted formally to BCA's Advertising Licensing Department for an advertisement license prior to the installation of the signs. To find out more about [BCA's submission requirements and procedures](#), you may wish to write to bca_enquiry@bca.gov.sg.

2.6 Noise Regulations

Due to the proximity of the event spaces to offices and residences, event organisers must put in place measures to mitigate any noise to stakeholders, including but not limited to:

- (a) **Orientating the stage and speakers away from residential developments.**
Please indicate in your layout plan the location(s) and direction(s) that your stage and speakers will be facing for review.
- (b) Sound-checks, announcements, and playing of music **must not be done before 9.00am and after 10.30pm.**
- (c) Always avoid excessive music and sound levels throughout the event.
- (d) Implementing appropriate measures to promote safe listening for events with high sound levels (e.g. events with amplified music, festive celebrations, award presentations). Refer to the [Guide for Protection of Hearing](#) for practical recommendations to promote safe listening.

2.7 Pet-friendly Events

For pet-friendly events, event organisers are required to implement the following measures:

- (a) Ensure that all pets are harnessed and always leashed.
- (b) Advise pet owners to clean up after their pets and keep the premises clean. Event organisers will also have to make the necessary provisions in their daily cleaning and waste disposal plans.
- (c) For walks/runs involving pets, event organisers are to put up signages along the route to notify the public that a large number of pets will be passing through, so that pedestrians with allergies or may be affected can keep clear.
- (d) For events involving the display and/or performance of animals (e.g. horses), an Animal Exhibition (AE) licence will be required from NParks. EOs are to comply with the licensing conditions for [animal exhibition](#) and [animal performances](#).

2.8 Email Notification to MCSTs

To facilitate efficient communication with the stakeholders in the precinct, all event organisers are required to send an official notification to the Managing Corporation Strata Title (MCST) management office of the properties in the vicinity no later than 7 days prior to taking over the venue. Please advise the management office to disseminate the information to their commercial tenants and residents prior to the event.

Please submit a PDF compilation consolidating all email notifications sent to the MCSTs for record. The list of MCST contacts and sample email will be provided over email by URA's appointed managing agent.

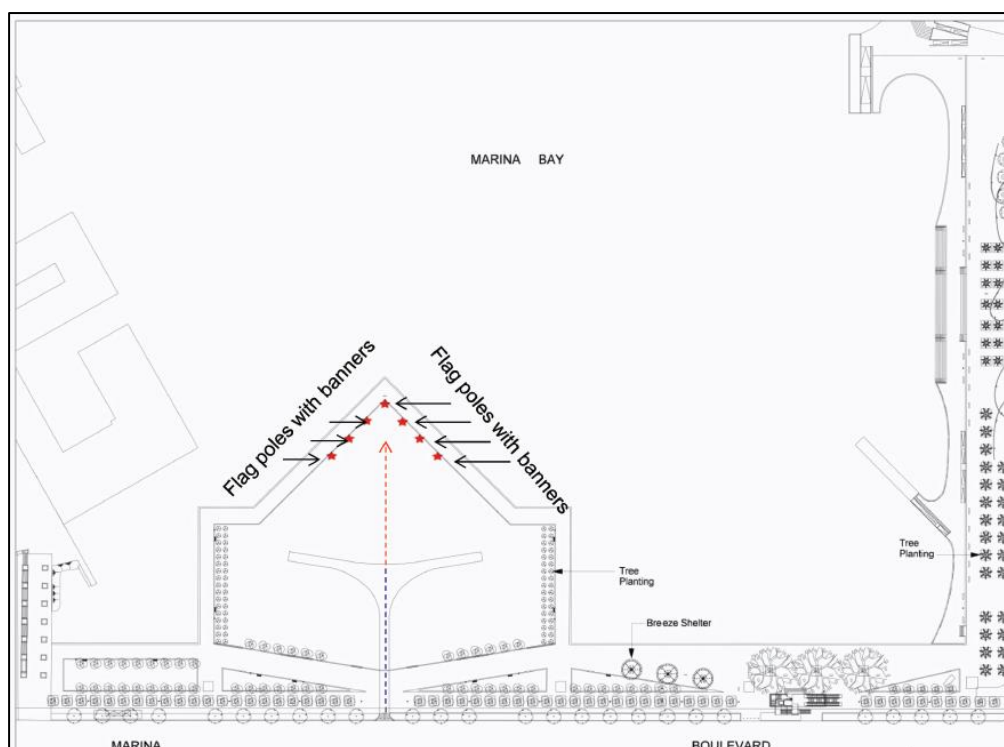
2.9 Usage of Flagpole and Smart Pole Banner Spaces

URA manages the banner display spaces on the flagpoles at The Promontory and smart poles along the Marina Bay waterfront promenade.



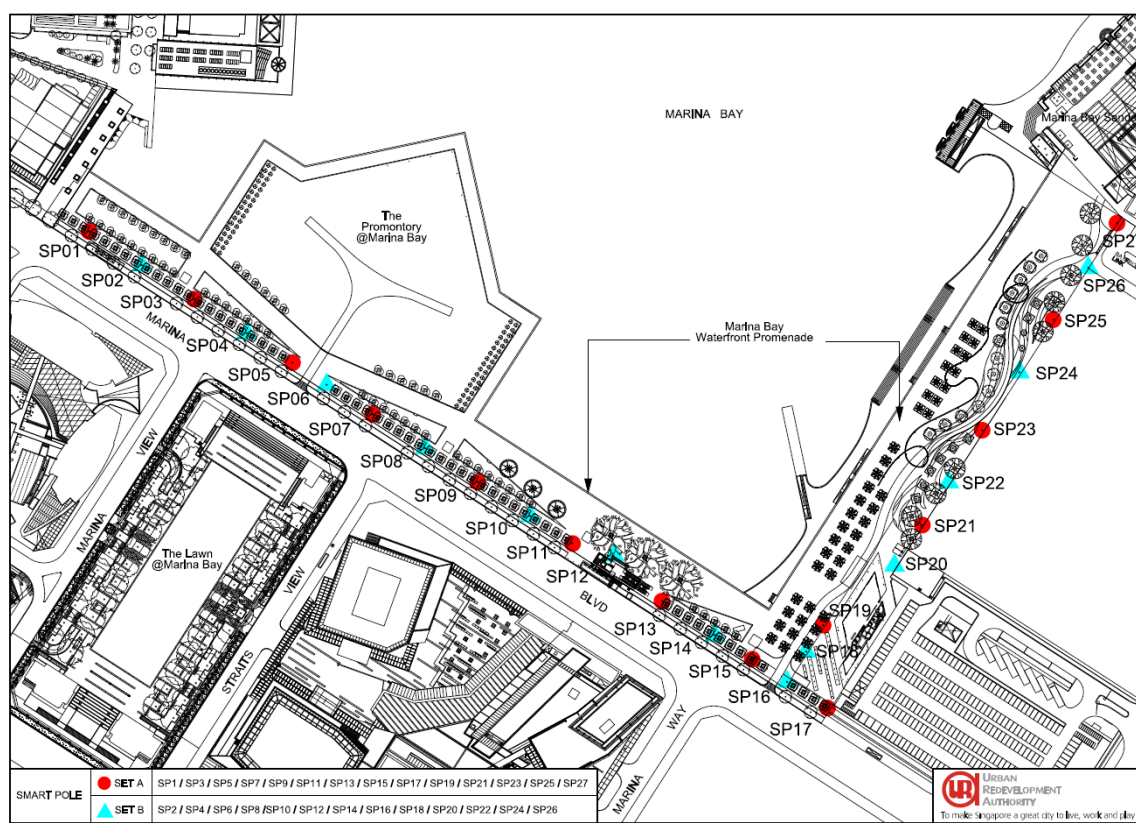
(a) Location of flagpole and smart pole banner spaces

Flagpoles at The Promontory:



The flagpole banner spaces are reserved exclusively for events held at The Promontory.

Smart poles along Marina Bay waterfront promenade:



Smart Pole ID numbers

Set A (SP01, SP03, SP05, SP07, SP09, SP11, SP13, SP15, SP17, SP19, SP21, SP23, SP25, SP27)

Set B (SP02, SP04, SP06, SP08, SP10, SP12, SP14, SP16, SP18, SP20, SP22, SP24, SP26)

The smart pole banner spaces are reserved exclusively for events held at URA-managed spaces at Marina Bay and are allocated on a **first-come-first-served** basis.

Event organisers may wish to select either **Set A or B** to install their own event banners – a maximum of two (2) events is allowed to co-share banner spaces. In an instance of the smart poles being utilised for URA's own events sited at Marina Bay, event organisers shall install on all remaining available smart poles.

(b) **Banner display period**

The banner display period (inclusive of time required for installation and removal) shall be for a **maximum of twenty-eight (28) days** from the first day of the display approved by URA, with the exception for the banners for URA-organised and national events such as Marina Bay Singapore Countdown, i Light Singapore and National Day.

The first date of the display of the banners shall not be more than twenty-eight (28) days before the first date of the event.

(c) Banner design

Event organisers shall comply with the banner design specifications as follows:

Item	Specifications
Banner size and dimensions	i. Flagpole banner - 1.56m (width) x 4.26m (height). ii. Smart pole banner - 1m (width) x 3m (height). The dimensions must be clearly shown in the banner artwork submitted.
Event organiser and sponsor name and/or logo	i. All sponsor and organiser logos shall be placed at the bottom of the banner. ii. Only event logos may appear in the main body of the banner. iii. The names and logos of event organiser(s) and sponsor(s) shall cover only a maximum of 15% of the banner. iv. In the event where there is only <u>one sponsor or organiser logo</u>, the <u>sponsor logo space must be limited to 5% of the banner</u>.
Marina Bay (MB) brand signature and tagline	i. The MB brand signature shall be placed at the top and cover at least 10% of the banner; and must comply with the following conditions: 1. <u>Size</u> - The MB brand signature must never be modified in any way. Do not squash, stretch, or redraw it. 2. <u>Full colour version</u> - The MB brand signature shall appear on white background to ensure maximum visibility. 3. <u>Background colour</u> - The MB brand signature (full colour) may appear against light colour backgrounds when applying the brand signature on white is not feasible. However, light background colours that clash with the brand signature must be avoided. ii. The MB tagline 'Explore.Exchange.Entertain.' shall be placed at the bottom of the banner and shall cover at least 2.5% of the total banner. <i>Download the logo and tagline here.</i>
Event name and/or key message	i. The key message / event name shall cover at least 50% of the banner. ii. The event name must be prominently displayed in all banner designs. If the event name appears over an image, the font size and font colour must be of maximum visibility. Prominence must be given to event name as opposed to event logo, images and taglines. As a guide, the font size must be between 500 -700 pts (depending on the font type used). iii. Event date and venue must also be clearly indicated on the banner. If event date and venue details appear over an image, the font size and font colour used must ensure maximum visibility. As a guide, the font size for the event date and venue details must be about 300-400 pts

	(depending on the font type used). This is to ensure maximum visibility to motorists and pedestrians. iv. Third party company name(s) and/or logo(s) are not allowed on the banners.
Banner content	i. The banner content shall include event name, event date & event venue. ii. The banner shall not contain too much text and/or complex background images this will result in the banner being too cluttered and hence ineffective in communicating key event information. iii. Each banner design shall contain only the details of one (1) event.
Number of banner designs	i. Event organisers are allowed to submit up to a maximum of five (5) designs <u>for each application</u>, but all these artworks shall only be <u>for one (1) event</u>. Exception shall be made on a case-by-case basis.
Prohibitions	i. The design and colour of the banner shall not be similar to any road-related signs, traffic signs and traffic lights to avoid confusion to motorists. ii. Commercial messages such as information on ticket prices or call-to-action are not allowed in the banner design. However, informational messages such as website address or hotlines specific to the event can be included. For example, SISTIC hotline: 6348 5555 or SISTIC website: http://www.sistic.com.sg.

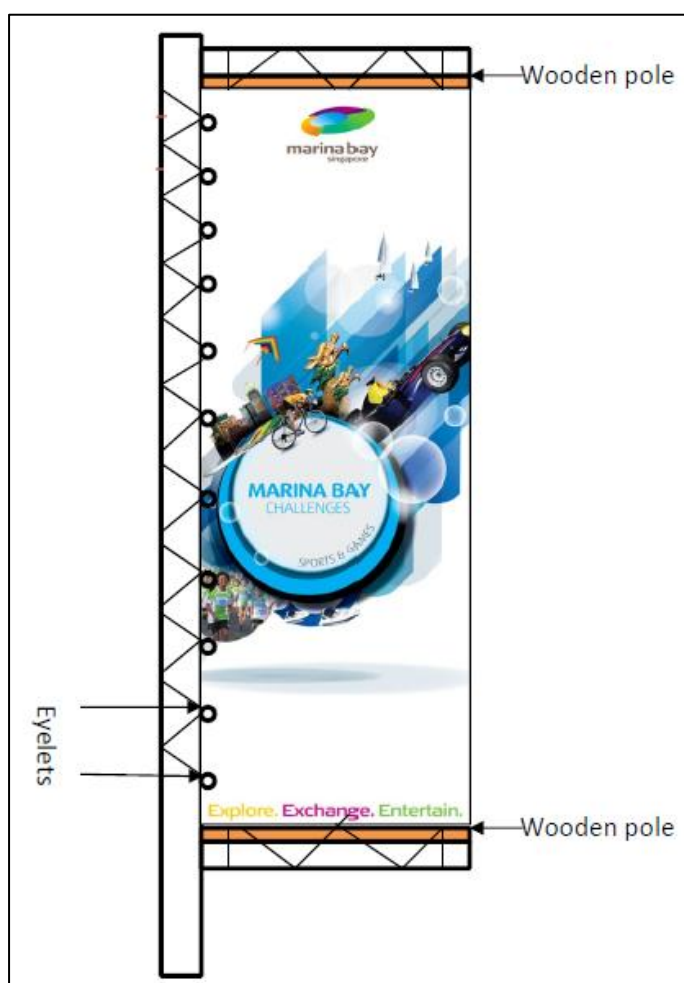
Visual guide for smart pole banners ([PDF version](#)):



(d) Banner production

At their own cost, event organisers shall produce the banners based on the following guidelines:

- i. Use lightweight opaque material such as PVC or a superior material for the banner. Do consider potential wind conditions at Marina Bay when selecting banner materials.
- ii. Use electrostatic, direct-to-media, high grade silkscreen printing or a more superior printing technique to produce the banners to ensure clarity of the text and images on the banners and to prevent fading.
- iii. Include air holes (double-side) on the banner to reduce wind pressure and prevent damage.
- iv. Incorporate a sturdy wooden/plastic/metal strip at the bottom to hold the material.
- v. Incorporate an eyelet with steel/wire cable to be securely tied to the smart poles to prevent flagging. Event organisers are responsible for ensuring that loosely secured banners are rectified before they pose a danger to passersby.



(e) Banner installation and removal

The requirements for installing and dismantling the banners are as follows:

Item	Requirements
Banner installation methods	i. Vertical banners must be hung on the metal rods/fixings provided on the smart poles. ii. No drilling, riveting or welding is allowed for mounting supports on the smart poles. iii. Banners and any accessories used to restrain flagging shall be securely installed to the smart poles by using a suitable mounting method, so as not to cause any dislodgement. A sturdy wooden/plastic/metal strip can be incorporated at the bottom of the banners to hold the banner to make sure it is straight. The banners shall not interfere with any of the electrical parts of the smart poles and become hazardous to the workmen or the public. iv. All banners and their structures shall not block/obstruct pedestrian footpaths, walkways and smart pole lights.
Permitted hours for banner installation and dismantlement	i. Works must be carried out only during off-peak hours, which are between 2300hrs of the first/last day of the allocated banner display period and 0600hrs of the following day. ii. All vehicles must be mounted with flashing arrows to direct traffic moving away from the work zone.
Maintenance of the banners	i. Event organisers are responsible for the cleanliness and good condition of the banners during the display period. ii. Event organisers shall undertake to make daily inspection to ensure that the banners/structures are adequately secured, clean and safe. iii. Event organisers shall ensure that torn and tattered banners are removed and replaced immediately.
Making good the flagpoles / smart poles	i. Event organisers will be responsible to make good any defects, scratches or damages on the poles at their own cost after the removal of the banners.

(f) Site survey

Event organisers are encouraged to carry out a site survey of the flagpole / smart poles prior to the submission of the application to:

- i. Determine the location and number of smart poles available for the display of banners.
- ii. Record identity numbers of the smart poles with reference to the application details.
- iii. Consider the ideal banner size, installation and dismantling methods, etc.
- iv. Record the condition of the smart poles, including details of any defects and damages found (event organisers are responsible for any damages found to be caused during the installation and/or dismantling process, and are required to carry out rectification works at their own expense).

(g) Other guidelines

- i. Where applicable, event organisers shall obtain an advertisement licence from BCA before installing the banners.
- ii. Any banners and/or additional banners that are not approved will be classified as illegal advertisements and enforcement action will be taken against the event organiser.
- iii. Event organisers shall be responsible for any incident or damage and shall indemnify URA against all proceedings, action, claims, demands, damages, injury to persons and expenses whatsoever and howsoever arising out or in connection with damage to the flagpoles/smart poles/property/surrounding properties or injury to person(s) from the banner display and during installation/dismantling works.
- iv. Event organisers shall be responsible to address any public complaints that may arise from the installation/display of the banners and/or any related enquiry on the banners.
- v. URA reserves the right to request event organisers to remove and/or reinstall the banners immediately if:
 1. Banners are torn;
 2. Banners are found to be hazardous; (e.g. loosely mounting);
 3. Banners' material and/or print of the content on the banners are not up to standard;
 4. Banners are not installed in a safe or acceptable manner (for e.g. slanted banner); and/or
 5. Banners do not comply with the design approved by URA or Marina Bay brand signature guidelines.

(h) Application timeline

Event organisers are required to apply for the use of the banner spaces **at least one (1) month** before the intended banner display date. Any modifications to applications submitted early must also follow this timeline.

The banner artwork must be submitted to URA for approval **at least two (2) weeks** prior to the (approved) commencement of banner display period stated in the application form. An approval email will be issued by URA upon review of the banner artwork submitted.

Any withdrawal of the application or cancellation of approved application by the applicant must be made in writing to URA **at least three (3) weeks** before banner installation date/display date.

3. PERMITS, LICENCES AND INSURANCE

3.1 List of Common Permits and Licences

Event organisers are required to liaise with the respective agencies and obtain the relevant permits and licences where applicable. All permits and licences need to be submitted to URA **at least three (3) days** prior to the event setup date.

Authority	Types of permits (Non-exhaustive)	Purpose
Singapore Police Force (SPF)	Public Entertainment Licence	Events which require public entertainment (e.g. music, performances).
	Liquor licence	Events which serve liquor.
	Explosive licence	Events which use fireworks.
Singapore Civil Defence Force (SCDF)	Temporary Change of Use (TP) permit	Events which require structural set-up (e.g. tentages, booths, sound systems).
Singapore Food Agency (SFA)	Temporary Fair Permit	Events which will have setup of a temporary fair with stalls for sale of merchandise and/or food and beverage items, including food stalls with food and beverage preparation or handling.
Building and Construction Authority (BCA)	Temporary Building Permit	Events which will erect outdoor multi-storey / enclosed / inflatable structures, etc.
	Advertisement Licence	Events which will display banner, poster, stage backdrop etc.
Infocomm Media Development Authority (IMDA)	Arts Entertainment Licence	Events which will include plays, music and dance performances, art exhibitions, variety shows, and pop/rock concerts.
Composers and Authors Society of Singapore (COMPASS)	Licence for Public Performance of Musical and Lyrical works	Events which will involve a public performance of copyright musical works.
Music Rights (Singapore) Public Limited (MRSS)	Public performance rights of sound recordings, etc.	Events which will involve a public performance of sound recordings, films featured in music videos and karaoke videos, etc.

Motion Picture Licensing Company (Singapore) Private Limited (MPLC)	Public performance rights of motion pictures and other audio-visual content	Events which will involve a public performance of motion pictures and other audio-visual content.
Civil Aviation Authority of Singapore (CAAS)	Permits for Unmanned Aircraft (UA)	Events which will involve usage of drones.

* For events which intend to incorporate pyrotechnics (e.g. fireworks), approval will need to be acquired from SPF, CAAS, RSAF & SCDF. Please refer to this link for details - <https://www.police.gov.sg/Business-E-Services/Apply-for-Explosive-Licence>

3.2 Public Liability Insurance

Event organisers are required to undertake a public liability insurance for the event and submit to URA **at least two (2) weeks** prior to the event setup date.

The policy must:

- (a) Name URA as co-insured;
- (b) Include the event name;
- (c) Include a minimum coverage of \$1 million; and
- (d) Cover the setup, event and teardown dates, and all venue spaces occupied by the event.

4. DURING EVENT

4.1 Onsite Compliance & Monitoring

Event organisers must adhere to all relevant guidelines, remain contactable throughout the event, and promptly make adjustments (e.g. modifying audio levels) based on any received feedback from URA's appointed managing agent and/or stakeholders in the vicinity.

Event organisers are also expected to cooperate fully with URA and its appointed managing agent who may be onsite to monitor events on the ground. Future use agreements may be jeopardised should event organisers fail to comply with any requests raised to them.

4.2 Major Incident Reporting

In an event of a major incident e.g. serious injury to people resulting in hospitalisation, event organisers are required to obtain and share the following details with URA and its managing agent:

- (a) Brief description of incident
- (b) Date and time of occurrence of incident
- (c) Location of incident
- (d) Details of incident (sequence of events)
- (e) Effects of incident (e.g. number of injured)
- (f) Actions taken and current status
- (g) Follow-up actions
- (h) Any other relevant and useful supporting information (e.g. time-stamped photos, site plans)

5. AFTER EVENT

5.1 Reinstatement Works

A post-event joint inspection will be conducted between URA's managing agent and event organisers to assess the condition of the event space(s).

All event-related issues such as cleaning, returfing and broken tiles are to be rectified by event organisers, at their own cost and to the satisfaction of URA. Please ensure that your contractors comply to these guidelines.

URA has the right to impose additional charges (based on setup/teardown rates published on our website) for any delay in rectification works.

5.2 Outstanding Payment

Once all reinstatement works have been completed, a report will be submitted to URA by its appointed managing agent within 1-2 weeks. After which, URA will raise an invoice for any outstanding payments e.g. additional teardown days, use of utilities.

5.3 Refund of Security Deposit

Once all issues have been resolved, the security deposit will be refunded within a month.

6. COMPLIANCE AND PENALTIES

All event organisers are required to strictly adhere to the guidelines outlined in this ***Guidebook for Events at URA-managed Spaces at Marina Bay***, failure of which may result in the following:

- (a) Each incident of contravention will remain on an event organiser's record for 18 months from the date of issuance of the first warning.
- (b) URA reserves the right to blacklist event organisers if they accumulate three counts of contravention within the 18-month period. Blacklisted event organisers will not be allowed to organise events at URA-managed spaces at Marina Bay for 18 months from the date of the final (i.e. third) contravention.

7. KEY CONTACTS

Purpose	Contact Person and Email Address
Enquiries on site availability and NRTOL application	URA Place Management Events Team URA_marinabay_events@ura.gov.sg
Site-related matters including joint inspections	URA's Managing Agent, Exceltec Property Management Pte Ltd lsmawi@exceltec.com.sg francolim@exceltec.com.sg
Endorsement of Single-Line Diagram, switching on/off of Electrical Substation at Bayfront Event Space	URA's M&E Term Contractor, Evergreen Engineering & Construction Pte Ltd Aswin@egreen.com.sg
Returfing matters	URA's Landscaping Term Contractor, Prince's Landscape Pte Ltd Kumar@prince.com.sg

For reinstatement of the turf, event organisers may choose to engage URA's term contractor (contact details to be provided upon request) on their own accord. Any transaction is solely between the event organiser and the term contractor.

8. FAQs

8.1 Which types of events can be allowed at URA-managed spaces?

Please refer to the table below for the types of events that are allowed at our event spaces.

Events allowed (subject to approval of application)	Events not allowed
- National and international (e.g. National Day Parade, Youth Olympic Games) - Arts and entertainment (e.g. Singapore Arts Festival, Singapore Biennale) - Cultural and heritage (e.g. Chingay Parade) - Sports (e.g. dragon boat races, walkathons and runs) - Community (e.g. kite festivals, carnivals, public movie screenings) - Private and corporate functions may be considered, subject to review of details - Road shows including brand/product launches, standalone displays and auctions may be considered at the Bayfront Event Space	- Events and/or activities related directly or indirectly to religion and politics - Events and/or activities that may affect social or racial harmony - Events and/or activities that pose any risk to public order, safety or health

8.2 Are the event spaces indoors or outdoors?

The event spaces are all outdoor spaces.

8.3 What are the specifications of the event spaces?

Please refer to [Section 1.2 \(c\) Site-specific information](#).

8.4 What is the booking window for NRTOL applications?

Generally, the booking window is six (6) months for the Bayfront Event Space and nine (9) months for the remaining event spaces.

8.5 Are there hourly or half-day NRTOL rates?

No, there are no hourly or half-day NRTOL rates for the use of URA-managed event spaces at Marina Bay. The sites can only be leased and are charged on a per day basis.

8.6 Is there a cap on the total number of days for the NRTOL?

Yes. Event organisers are only allowed to lease the event space(s) for a maximum of ninety (90) days, including setup and teardown.

8.7 How can I apply for the use of the Marina Bay lower boardwalk and connecting pontoon?

Generally, the lower boardwalk is not open for leasing due to loading concerns. Event organisers may wish to write in to URA to enquire further. As for the connecting pontoon, event organisers can reach out to the team from PAssion Wave Outpost @ Bayfront at pa_wvoutpost@pa.gov.sg.

8.8 Where is the nearest parking?

Nearby carpark include the carpark behind Red Dot Design Museum, within Marina Bay Financial Centre, One Marina Boulevard and Marina Bay Sands.

8.9 How do I display banners on the public street lamp posts in Marina Bay?

The banners on public street lamp posts in Marina Bay are managed by LTA. Please contact LTA at lta_licensing_tds_vbanner@lta.gov.sg for more information.

8.10 Must I engage URA-appointed vendors or contractors for my event?

No, event organisers are at liberty to appoint and/or engage their own contractors and vendors to provide goods and services or carry out works related to setup and/or teardown, actual event execution and reinstatement after the event. Event organisers are required to ensure that all contractors and vendors have the relevant qualifications, licences and permits (e.g. F&B vendors must be licensed by SFA).

For reinstatement of the turf, event organisers may choose to engage URA's term contractor (contact details to be provided upon request) on their own accord. Any transaction is solely between the event organiser and the term contractor.

8.11 Where can emergency vehicles, such as ambulances required for my event, be parked?

Generally, emergency vehicles must be parked at the five (5) lots designated for mobile trucks along the Marina Bay waterfront promenade. Subject to availability, each lot is charged at \$120 per day before GST. and will require early coordination with URA.

8.12 Is there an emergency evaluation plan that needs to be implemented?

Event organisers can draft their own emergency evaluation plan, which may include the existing fire engine access route along the Marina Bay waterfront promenade and at the Bayfront Event Space. In an event of a major incident, event organisers are required to inform URA's managing agent (see [Section 4.2 Major Incident Reporting](#)).

8.13 Are there any security requirements for events?

URA does not specify security requirements for events. However, events of a certain nature or size may be required by other authorities (e.g. SPF) to formulate and implement a security plan. Event organisers should check with the relevant authorities on any such requirement.

8.14 Are fireworks allowed for my event?

Fireworks are generally permitted only for national or international events championed by another agency. Event organisers who are keen to include fireworks for their event are required to submit a proposal to URA. The proposal is also subject to further approval by the relevant agencies (e.g. SPF, PUB).

8.15 Are drones allowed for my event?

Drone photography and filming are generally allowed during events, subject to the necessary approval of CAAS and RSAF where applicable.

Event organisers who are keen to organise drone shows can refer to the details on our [website](#).

8.16 Can I bring in food trucks for my event? Where can I park them?

For event organisers that are keen to bring in food trucks to be parked at the designated lots, please check with URA on the availability of the lots and submit an application via our [website](#) accordingly.

Alternatively, they can be parked within the event space itself (only permitted at Bayfront Event Space and The Promontory) with proper ground protection.

8.17 Can I pre-dump my setup (e.g. barricades, cones) in advance?

For event organisers who require setup to be pre-dumped for their ad hoc or transitory events, please write in to us at URA_marinabay_events@ura.gov.sg to seek our approval in advance. Setup must be within 9sqm, otherwise NRTOL fees may be applicable.

If allowed, pre-dumping of setup is only permissible up to two (2) days before the event date, from 11pm onwards, with the following conditions to be observed:

- At the point of pre-dumping, all forms of setup must be stored neatly at approved locations, where obstruction to public access, mobile trucks, vehicular access and walkways are avoided. URA will advise further on the allowable pre-dumping locations if approved.
- Actual setting up must only commence on the night before event, from 11pm onwards.