

TRAINING ROOM BOOKING FORM

Please send completed form to info@bookcouncil.sg.

The Singapore Book Council is located at 90 Goodman Road, Blk E, #03-32. Our Training Room comes equipped with stationery, an LCD projector, wireless internet access, headset microphones and classroom-setting furniture for all your training needs!

SBC's Training Room is located on the outskirts of the city and is nestled in the former LASALLE College of the Arts. It is surrounded by lush greenery and the old-school charm of the area is ideal for a company retreat, a team getaway, or a peaceful work zone.

Visit our website at <u>bookcouncil.sg/home/page/venue-hire</u> or contact <u>info@bookcouncil.sg</u> for more information!

PART A: APPLICANT DETAILS

Name of Applicant (the "Applicant"):	Office Number:	Mobile Number:
Designation:	Email Address:	
Name of Organisation:	Billing Address:	
Nature of Organisation	O Commercial	O Nonprofit/Arts

PART B: EVENT DETAILS

Title of Event	
Description of Event (less than 100 words)	
Number of	Caterer (if any)/
Participants	Contact Details
Admission	Ticketed Free
	If ticketed, what are the ticket prices?



Singapore Book Council Building Our Imagine-nation

	Ticketing url (if applicable):					
Seating Arrangement Required	O Theatre O Classroom O Boardroom O Kids O No furnitu O Cluster					
	All arrangements can accommodate up to 30 pax, except for Theatre- style (up to 60 pax) and Kids-style (16 pax). More chairs can be added upon request. Please refer to Annex A for the seating arrangements and available equipment.					
	*Please note that there are no lifts at our office building. Please let us know if there are any issues.					

*Indicate as N/A if an item is not applicable.

PART C: BOOKING FEE

Rates/Time	Weekday Rates (per 4-hour block)	Weekend Rates (per 4-hour block)	Additional Hours (Weekday rates)	Additional Hours (Weekend Rates)
Commercial	\$180/4-hours	\$200/4-hours	\$50/hour	\$60/hour
Nonprofit/ Arts	\$120/4-hours	\$150/4-hours	\$40/hour	\$50/hour

* The above rates are subject to change without prior notice.

Day/Hours	Weekday 9am – 10pm only	Day/Hours	Weekend 9am – 6pm only	
First 4 hours	Date & Timing of booking:	First 4 hours	Date & Timing of booking:	
Additional Hour/s	Additional timing of booking:	Additional Hour/s	Additional timing of booking:	
	Total no. of additional hour/s:		Total no. of additional hour/s:	

*Please note that the time needed for set-up and teardown should be included in the total number of hours booked. There is no manpower charge, but an SBC personnel will be on standby. The hirer will have to operate the equipment themselves, but will be oriented prior to use.

PART D: PAYMENT DETAILS

Payment Mode: O Cash O Cheque	O Bank Transfer	O E-invoice & Giro	
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Via cheque (in SGD) Via bank transfer/Internet banking Please write cheque out to the Name of Organisation: Singapore Book Council Limited Singapore Book Council Limited and post to the following address: Name of Bank: DBS BANK LTD Singapore Book Council, 90 Goodman Road, Blk E, #03-32, Goodman Bank Account Number: 054-906251-0 Arts Centre, Singapore 439053 Account: CURRENT ACCOUNT ATTN: VENUE BOOKING ATTN: VENUE BOOKING Security Deposit: Please note that the required Security Deposit of \$100 must be paid by a

Security Deposit: Please note that the required Security Deposit of <u>\$100</u> must be paid by a separate cheque sent to Singapore Book Council at least <u>2 months</u> before the event date, and will be refunded within a month after the event.

Venue reservation terms and conditions

- 1. Bookings are subject to availability and on a first-come-first served basis. This application is a request for a tentative booking and not a commitment to the venues' availability.
- 2. As the venue may no longer be available at the time of processing, enquirers are strongly encouraged not to advertise or commit to your event until payment for the invoice has been made.
- 3. Tentative reservations can be held for two weeks and will be released if no confirmation is made. Requests for extension of a tentative reservation must be made formally through email.
- 4. Singapore Book Council reserves the right to refuse any applications and to cancel nonconfirmed bookings at any time. Booking is only considered confirmed when the endorsed contract and payment is received.
- 5. Singapore Book Council reserves the right to cancel the booking with no refund and compensation if the required licenses and permits are not received one month before the event.

I confirm that the information provided above is correct. I confirm that I have read the **Venue Reservation Terms and Conditions** and agree to abide by them.

Would You Like To Hear From Us?

Yes! I would like to receive updates via email from Singapore Book Council about its activities and programmes. Your information will be protected in accordance with the laws under the Personal Data Protection Act.

Date



FOR OFFICIAL USE ONLY						
Invoice Number:			Inv	voice Date:	Invoice Amount:	
Payment Received	() Yes	() No	Receipt Number:	
Security Deposit Received	() Yes	() No	Cheque Number:	
This booking is	()Approved	() Not Approved		
Name of Approver		Sic	nature of Approver	Date of Approval		

Annex A

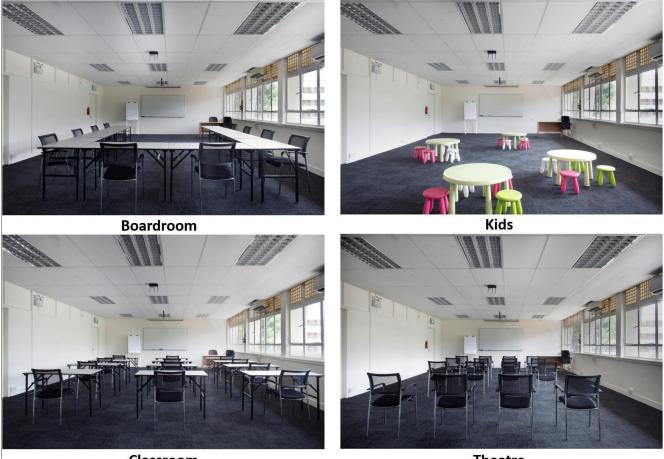
SEATING ARRANGEMENTS

- Theatre: 50 chairs (up to 60 pax)
- Classroom: 2 chairs to 1 table (up to 30 pax)
- Boardroom: 15 tables will be joined to form a block with chairs outside (up to 30 pax)
- Kids: 4 kid tables and 16 stools



Singapore Book Council

Building Our Imagine-nation



Classroom

Theatre

EQUIPMENT AND RESOURCES AVAILABLE

The following items will be included with booking of the Room:

- 1 LCD projector and projector screen
- 1 whiteboard with whiteboard marker pens
- 1 flipchart stand and 1 ream flipchart paper with marker pens
- Customised seating arrangement
- Wireless internet access
- 1 registration table
- Signage on the first floor and outside the training room
- 1 Loud speaker
- 2 hand-held microphones or 1 lapel microphone and 1 headset microphone
- Public toilets are provided on all levels of Block E.