



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 bookcouncil.sg/home/page/venue-hire or contact info@bookcouncil.sg 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	<input type="radio"/> Commercial <input type="radio"/> Nonprofit/Arts	

PART B: EVENT DETAILS

Title of Event			
Description of Event (less than 100 words)			
Number of Participants		Caterer (if any)/ Contact Details	
Admission	<input type="checkbox"/> Ticketed <input type="checkbox"/> Free		
	If ticketed, what are the ticket prices? _____		

	Ticketing url (if applicable): _____
Seating Arrangement Required	<input type="radio"/> Theatre <input type="radio"/> Classroom <input type="radio"/> Boardroom <input type="radio"/> Kids <input type="radio"/> No furniture <input type="radio"/> Cluster <i>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.</i> <i>*Please note that there are no lifts at our office building. Please let us know if there are any issues.</i>

*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: Total no. of additional hour/s:	Additional Hour/s	Additional timing of booking: 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: <input type="radio"/> Cash <input type="radio"/> Cheque <input type="radio"/> Bank Transfer <input type="radio"/> E-invoice & Giro
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FOR OFFICIAL USE ONLY

Invoice Number: _____	Invoice 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	_____ Signature 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



Boardroom



Kids



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.