

**TRAINING ROOM BOOKING FORM**

Please send completed form to info@bookcouncil.sg.

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="checkbox"/> Commercial <input type="checkbox"/> 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="checkbox"/> Theatre <input type="checkbox"/> Classroom <input type="checkbox"/> Boardroom <input type="checkbox"/> Kids <input type="checkbox"/> No furniture <input type="checkbox"/> 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	\$300	\$350	\$80/hour	\$90/hour
Nonprofit/Arts	\$200	\$250	\$60/hour	\$60/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="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Bank Transfer <input type="checkbox"/> E-invoice & Giro	
<p>Via cheque (in SGD)</p> <ul style="list-style-type: none"> Please write cheque out to the Singapore Book Council Limited and post to the following address: <p>Singapore Book Council, 90 Goodman Road, Blk E, #03-32, Goodman Arts Centre, Singapore 439053</p> <p>ATTN: VENUE BOOKING</p>	<p>Via bank transfer/Internet banking</p> <ul style="list-style-type: none"> Name of Organisation: Singapore Book Council Limited Name of Bank: DBS BANK LTD Bank Account Number: 054-906251-0 Account: CURRENT ACCOUNT ATTN: VENUE BOOKING
<p>Security Deposit: Please note that the required Security Deposit of \$100 must be paid by a separate cheque sent to Singapore Book Council at least 2 months before the event date, and will be refunded within a month after the event.</p>	

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 non-confirmed 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.

Name of Applicant

Signature of Applicant

Date

FOR OFFICIAL USE ONLY		
Invoice Number:	Invoice Date:	Invoice Amount:
_____	_____	_____
Payment () Yes	() No	Receipt Number:
Received		_____
Security Deposit () Yes	() No	Cheque Number:
Received		_____
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.