



SINGAPORE POST CENTRE
BUSINESS SUPPORT FACILITIES BOOKING FORM
(The SingPost Auditorium)

Singapore Post Limited Reg. No. : 199201623M
 Property Management Department
 10 Eunos Road 8, #07-31
 Singapore Post Centre
 Singapore 408600

Tel : 6845 6367 / 6845 6388

Updated May 2018

(Attn: Ms Hudaa Bte Ismail / Ms Cindy Yeo)
 Email: riil@singpost.com / cindyyeo@singpost.com

Name of Applicant on behalf of the Organisation (Mr/Ms/Mrs/Dr) E-mail Address:	Applicant's Official Designation Passport/NRIC No. :
Name and Registered Address of the Organisation (IN DETAIL)	Office Tel No. : Hp No:
Date/Time Required:	Estimated Attendance
Purpose (Precise event description and title) Title:	Event Description:

Facilities required (chargeable service)

<u>Items</u>	<u>Equipment</u>	<u>Qty. Required</u>	<u>Amount</u>
1	Wireless Internet Connection - \$100/usage	YES <input type="checkbox"/> NO <input type="checkbox"/>	\$ _____
2	Rostrum with gooseneck microphone - \$30/unit (Max: 1)		
3	Tie clip wireless microphone - \$30/unit (Max: 4)		\$ _____
4	Handheld wireless microphone - \$30/unit (Max: 4)		\$ _____
5	Wired handheld microphone - \$30/unit (Max: 10)		\$ _____
6	Boom arm microphone with individual floor stand - \$30/unit (Max: 4)		\$ _____
7	Flip Chart with 3 markers - \$25/unit (Max: 3)		\$ _____
8	Table (with skirting) - \$25/unit (Max: 6)		\$ _____
9	Table (without skirting) - \$15/unit (Max: 6)		\$ _____
10	Cocktail table - \$15/unit (Max: 3)		\$ _____
11	Dressing Room @ L5 & L6 (1 st 3 hours at \$80); Sub hours at \$30)		\$ _____
12	Chair - \$2 /unit (Max: 60)		\$ _____

RENTAL RATE INCLUSIVE OF: 2 Tables and 4 Chairs at the reception; Projector / Screen; AV Technician*.
With effect 1st Sep 2015, the Foyer area at the South Lobby will no longer be in use. For refreshment area, you may use the space at the North Lobby side. (Refreshment is at user's own arrangement).

***AV Technician Overtime Charges:**

Overtime charges are applicable before 8.00am or after 10.00pm @ \$50 per hour.



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All charges are subject to Goods & Services Tax. The applicant is deemed to have read the terms and conditions governing the use of The SingPost Auditorium (a copy of which is attached) and hereby agrees to be bounded.

We understand that this booking is subject to confirmation by Singapore Post Limited within seven (7) days from the date of this application.

Stamp of Organisation

Name, Signature of Applicant & Date

The Terms and Conditions are an integral part of this booking form.

FOR OFFICIAL USE ONLY

CONFIRMATION OF BOOKING BY SINGAPORE POST LIMITED

We confirm your booking for: -

Date: _____ Time: _____

Based on this application form received by E-Mail / Fax / Hand / Mail dated _____

Thank you for your support.

For and on Behalf of Singapore Post Limited