



**The SingPost Auditorium**

**SINGAPORE POST CENTRE**  
**10 EUNOS ROAD 8, #05-30**  
**SINGAPORE 408600**

**Schedule of Rates for The SingPost Auditorium**

**Wef 21 Jan 2020**

- a) The SingPost Auditorium Location : Level 5
- b) Seating Capacity : 242 person
- c) All rates are exclusive of GST

| Day and Time                      | Rental rate for The SingPost Auditorium & Foyer         | Rehearsal Rate for The SingPost Auditorium and Foyer (without Audience) |
|-----------------------------------|---|---|
| Mon to Fri<br><b>8am to 5pm</b>   | \$720/- for 1 <sup>st</sup> 3 hrs<br>\$250/- per sub hr | \$300/- for 1 <sup>st</sup> 2 hrs<br>\$150/- per sub hr                 |
| Mon to Fri<br><b>5pm to 10pm</b>  | \$860/- for 1 <sup>st</sup> 3 hrs<br>\$300/- per sub hr | \$450/- for 1 <sup>st</sup> 2 hrs<br>\$225/- per sub hr                 |
| Sat, Sun,PH<br><b>8am to 10pm</b> | \$860/- for 1 <sup>st</sup> 3 hrs<br>\$300/- per sub hr | \$450/- for 1 <sup>st</sup> 2 hrs<br>\$225/- per sub hr                 |

AV Technician's Overtime charges are applicable before 8am and after 10.00pm @ \$50.00 per hour.

- 1) Refundable Deposit - \$300/- per confirmed booking
- 2) Administrative Fee payable - \$50/- to change each confirmed date
- 3) Full advance payment for confirmed dates booked to be made before due date of invoice. The refundable deposit of \$300/- for each confirmed booking cancelled by the applicant will be forfeited.

**Rental rates include the use of the following facilities:**

- 1) 2 tables with skirting and 4 chairs at the reception area.
- 2) Motorized Front Projection Screen with Projector, Visualizer, VCD / DVD / CD player.
- 3) Audio mixer (24 channels), Digital Signal Processor, THK Surround Processor, Power Amplifiers, Centre, Left and Right Speakers, Subwoofer and Surround Speaker.
- 4) Stage Monitoring System (Foldback Speakers).
- 5) AMEX Control System and House Scene Lighting Control System.
- 6) Stage Lighting Console System, with 12/24-way Dimmer Control (Par Can and Ellipsoid spotlight).
- 7) One unit Handheld Wireless Microphone.

**Additional Facilities/Equipment Chargeable (Per Day/Per Session)**

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|----|--|--|
| 1) | Microphones  | \$30/- per unit                        |
|    | <ul style="list-style-type: none"><li>• Rostrum with gooseneck microphone</li><li>• Tie Clip Wireless microphone</li><li>• Handheld Wireless microphone</li><li>• Wired handheld microphone</li><li>• Boom arm microphone with individual floor stands</li></ul> |  |
| 2) | Flip Chart with 3 markers  | \$25/- per unit                        |
| 3) | Internet Connection  | \$100/- per usage                      |
| 4) | Use of the Dressing Room (per room)<br>@ L5 and L6   | \$80/- for 1st 3 hrs<br>\$30/- sub. hr |
| 5) | Table with skirting  | \$25/- per unit                        |
| 6) | Table without skirting   | \$15/- per unit                        |
| 7) | Cocktail Table   | \$15/- per unit                        |
| 8) | Chair (plastic blue)   | \$2/- per unit                         |
| 9) | Chair (green padded)   | \$4/- per unit                         |

**NOTE:** The rates are subject to prevailing GST and changes without prior notice.