VENUE RENTAL KIT

SHAW FOUNDATION ALUMNI HOUSE
Concourse

Floor Area and Capacity
- 453m²
- 120 pax standing reception

Equipment
- 4 skirted cocktail tables
- 2 x 5ft skirted oblong tables with
- 4 chairs for registration

Rates
- $380 for 2-hour block (minimum)
- $700 for 4-hour block
- $1,280 for 8-hour block
- $190 for each subsequent hour

Benfactors’ Foyer

Combined booking of Auditorium and Basil
entitles the hirer to exclusive usage of
Benfactors’ Foyer.

Booking of Auditorium entitles the hirer to	only exclusive usage of Benfactors’ Foyer.

Floor Area and Capacity
- 304m²
- 298 pax standing reception
- 100 pax sit-down reception
- (10 round tables x 10 pax)

Equipment
- 4 skirted cocktail tables
- 2 x 5ft skirted oblong tables with
- 4 chairs for registration

Rates
- $700 for 4-hour block (minimum)
- $1,280 for 8-hour block
- $190 for each subsequent hour

Booking period includes time required by the hirer for any set-up, AV testing, move out and tear-down.
Any additional requirements by the hirer will incur additional charges and are subject to availability.
Rates are subject to prevailing GST and may change without prior notice.
Auditorium

Floor Area and Capacity
- 505m²
- Stage Size: 9.7m (L) x 4.4m (D)
- 298 pax theatre seating

Equipment
- Laser DLP Projector (10,000 ANSI Lumens)
- Sound system
- Rostrum with goose-neck microphone on stage
- 2 wireless handheld microphones
- 2 x 5ft skirted oblong tables with 4 chairs for registration

Rates
- $1,180 for 4-hour block (minimum)
- $2,080 for 8-hour block
- $320 for each subsequent hour

Coriander

Floor Area and Capacity
- 225m²
- 150 pax theatre style set-up
- 44 pax class room style set-up (22 oblong tables x 2 chairs)
- 90 pax cluster style set-up (9 round tables x 10 chairs)

Equipment
- 2 x LCD projector (3,800 lumen) with 2 x Projection Screen (2.2m x 2.2m)
- 1 microphone for speaker
- 1 x 5ft skirted oblong table with 2 chairs for speaker
- 1 x 5ft skirted oblong table with 2 chairs for registration
- 1 flipchart with papers and markers

Rates
- $800 for 4-hour block (minimum)
- $1,440 for 8-hour block
- $250 for each subsequent hour

Booking period includes time required by the hirer for any set-up, AV testing, move out and tear-down. Any additional requirements by the hirer will incur additional charges and are subject to availability. Rates are subject to prevailing GST and may change without prior notice.
Basil

Floor Area and Capacity
- 92m²
- 60 pax theatre style set-up
- 24 pax class room style set-up
  (12 oblong tables x 2 chairs)
- 24 pax cluster style set-up
  (4 round tables x 6 chairs)

Equipment
- LCD projector (5,000 lumens) with
- projection screen (2m x 2m)
- 1 wireless handheld microphone
- 1 x 5ft skirted oblong table with
  2 chairs for speaker
- 1 x 5ft skirted oblong table with
  2 chairs for registration
- 1 flipchart with papers and markers

Rates
- $360 for 4-hour block (minimum)
- $640 for 8-hour block
- $90 for each subsequent hour

Thyme

Floor Area and Capacity
- 46m²
- 25 pax theatre style set-up
- 10 pax class room style set-up
  (5 oblong tables x 2 chairs)
- 12 pax boardroom style set-up
  (6 oblong tables x 2 chairs)
- 12 pax cluster style set-up
  (2 round tables x 6 chairs)

Equipment
- LCD projector (5,000 lumens) with
- projection screen (2m x 2m)
- 1 wireless handheld microphone
- 1 x 5ft skirted oblong table with
  2 chairs for speaker
- 1 x 5ft skirted oblong table with
  2 chairs for registration
- 1 flipchart with papers and markers

Rates
- $220 for 4 hour-block (minimum)
- $360 for 8 hour-block
- $50 for each subsequent hour

Booking period includes time required by the hirer for any set-up, AV testing, move out and tear-down. Any additional requirements by the hirer will incur additional charges and are subject to availability. Rates are subject to prevailing GST and may change without prior notice.
Cardamom

Floor Area and Capacity
- 102m²
- 18 pax fixed boardroom
- 17 pax back benchers

Equipment
- LCD Projector (5,500 lumens) with projection screen (2m x 2m)
- 1 flipchart with papers and markers

Rates
- $330 for 4 hour-block (minimum)
- $490 for 8 hour-block
- $80 for each subsequent hour

Floor Plans (Level 1 & 2)

Additional Equipment and Services
- Oblong Table $20 per unit
- Round Table $20 per unit
- Cocktail Table $15 per unit
- Wooden Coffee Table $10 per unit
- Single Seater Sofa $15 per unit
- Double Seater Sofa $25 per unit
- Orange Cushion Chair $5 per unit
- Chair with Arm Rest $5 per unit
- Chair with Writing Tablet $10 per unit
- Flipchart $20 per unit
- Rostrum $100 per unit
- Seminar Stationery Set (Paper, Pen and Bottled Water) $3 per set
- Handheld Wireless Microphone $50 per unit
- Lavalier Microphone $80 per unit
- Portable AV Sound System $250 per unit
- Portable Stage (16ft x 6ft) $300 per unit
- Portable LCD Projector $200 per unit
- Portable Projection Screen $100 per unit
- Electric Piano $300 per unit
- Stage Monitor $50 per unit
- Confidence Monitor (22 inch) $40 per unit
- Wireless Presenter $5 per unit
- Music Stand $10 per unit
- Event Usher (per pax) $12 per hour
- Bottled Water $6 per dozen

Booking period includes time required by the hirer for any set-up, AV testing, move out and tear-down. Any additional requirements by the hirer will incur additional charges and are subject to availability. Rates are subject to prevailing GST and may change without prior notice.
Complimentary Facilities and Services
- Use of wet pantry.
- Car park lots (subject to availability).
- Printing and photocopy services available up to 10 pieces of A4 size paper.

Special Rates Applicable To:

- Alumni Groups
- Student Groups
  80% discount

- NUS Departments
- Government Agencies
- Building Occupant Partners
  50% discount

- NUS Alumni
- NUS Students
- NUS Staff
  20% discount

* Enjoy additional 10% discount* for same day booking of 3 venues or more.
  * Discount applies on venue(s) with the lowest rate(s).

For example:
- For same day booking of 3 venues, additional discount will apply to the venue with the lowest rate.
- For same day booking of 4 venues, additional discount will apply to the 2 venues with the lowest rates.

*Contact us for special rates for Reunions and Commencement events.*

Getting To Shaw Foundation Alumni House

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