



VENUE  
RENTAL  
KIT

# SHAW FOUNDATION ALUMNI HOUSE





# The Waterway

## Floor Area and Capacity

- 523m<sup>2</sup>
- 150 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

- \$480 for 2-hour block (minimum)
- \$880 for 4-hour block
- \$1,600 for 8-hour block
- \$240 for each subsequent hour



# Concourse

## Floor Area and Capacity

- 453m<sup>2</sup>
- 120 pax standing reception

## Equipment

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

## Rates

- \$480 for 2-hour block (minimum)
- \$880 for 4-hour block
- \$1,600 for 8-hour block
- \$240 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

- 505m<sup>2</sup>
- 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

- \$1,480 for 4-hour block (minimum)
- \$2,600 for 8-hour block
- \$400 for each subsequent hour



# Benefactors' Foyer

*Combined booking of Auditorium and Basil entitles the hirer to exclusive usage of Benefactors' Foyer.*

*Booking of Auditorium entitles the hirer to non-exclusive usage of Benefactors' Foyer.*

## Floor Area and Capacity

- 304m<sup>2</sup>
- 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

- \$880 for 4-hour block (minimum)
- \$1,600 for 8-hour block
- \$240 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

- 92m<sup>2</sup>
- 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

- \$460 for 4-hour block (minimum)
- \$800 for 8-hour block
- \$120 for each subsequent hour



## Clove / Lemongrass

### Floor Area and Capacity

- 55m<sup>2</sup>
- 45 pax theatre style set-up
- 16 pax class room style set-up (8 oblong tables x 2 chairs)
- 18 pax cluster style set-up (3 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

- \$380 for 4-hour block (minimum)
- \$600 for 8-hour block
- \$100 for each subsequent hour

*Clove and Lemongrass can be combined to create a larger room with a floor area of 110m<sup>2</sup>.*



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.  
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## Thyme

### Floor Area and Capacity

- 46m<sup>2</sup>
- 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

- \$280 for 4 hour-block (minimum)
- \$450 for 8 hour-block
- \$70 for each subsequent hour



## Coriander

### Floor Area and Capacity

- 225m<sup>2</sup>
- 150 pax theatre style set-up
- 72 pax class room style set-up (36 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

- \$1,000 for 4-hour block (minimum)
- \$1,800 for 8-hour block
- \$320 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

- 102m<sup>2</sup>
- 18 pax fixed boardroom
- 17 pax back benchers

## Equipment

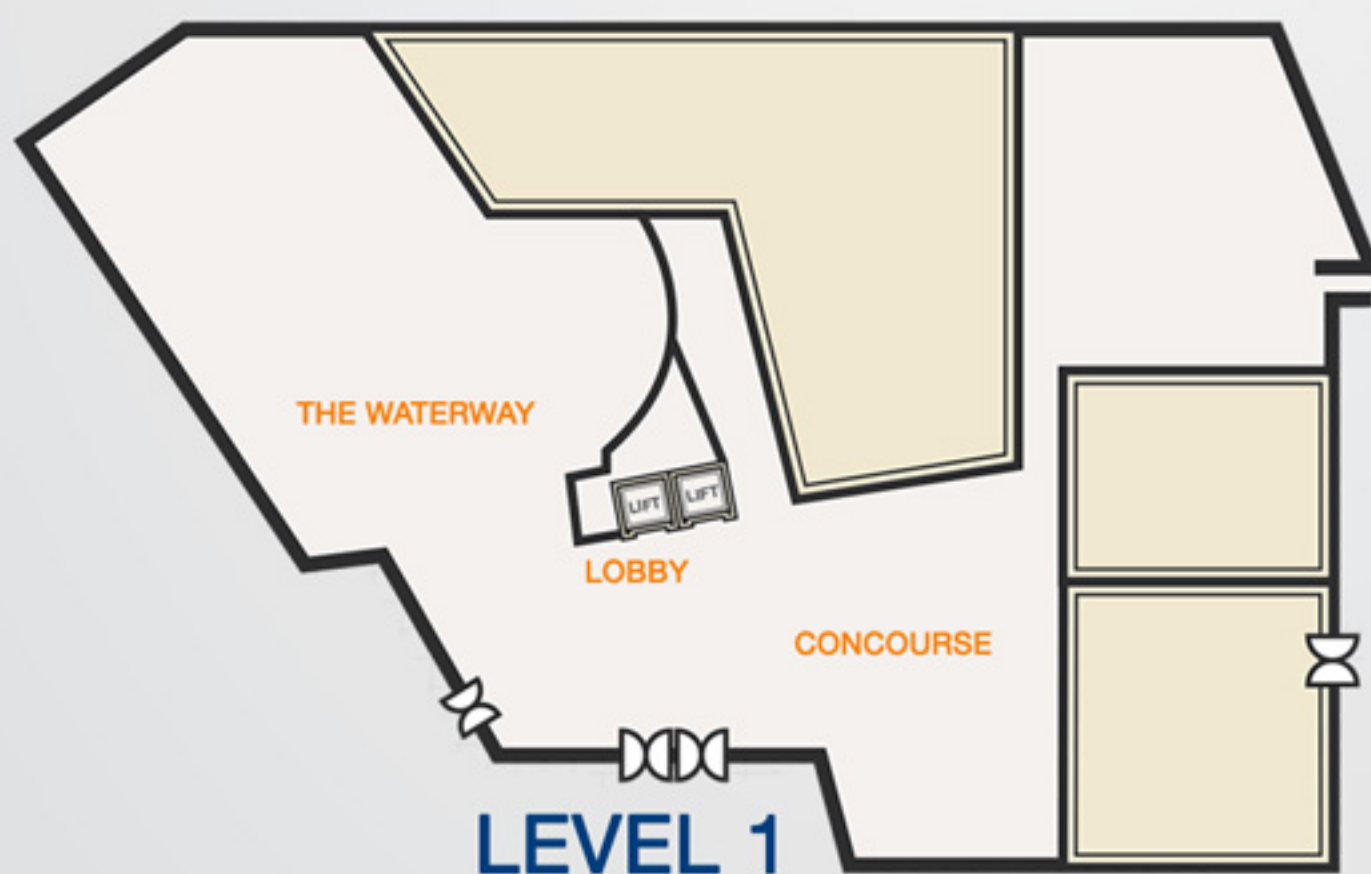
- LCD Projector (5,000 lumens) with projection screen (2m x 2m)
- 1 flipchart with papers and markers

## Rates

- \$420 for 4 hour-block (minimum)
- \$620 for 8 hour-block
- \$110 for each subsequent hour



## Floor Plans (Level 1 & 2)



## Additional Equipment and Services

- 5ft x 2ft Oblong Table	\$20 per unit	- Handheld Wireless Microphone	\$50 per unit
- 5ft Round Table	\$20 per unit	- Lavalier Microphone	\$80 per unit
- Cocktail Table	\$15 per unit	- Portable AV Sound System	\$250 per unit
- Wooden Coffee Table	\$10 per unit	- Portable Stage (16ft x 6ft)	\$300 per unit
- Single Seater Sofa	\$15 per unit	- Portable LCD Projector	\$200 per unit
- Double Seater Sofa	\$25 per unit	- Portable Projection Screen	\$100 per unit
- Orange Cushion Chair	\$5 per unit	- Electric Piano	\$300 per unit
- Chair with Arm Rest	\$5 per unit	- Stage Monitor	\$50 per unit
- Chair with Writing Tablet	\$10 per unit	- Confidence Monitor	\$40 per unit
- Flipchart	\$20 per unit	- Music Stand	\$10 per unit
- Seminar Stationery Set (Paper, Pen and Bottled Water)	\$3 per set	- Event Usher (per pax)	\$12 per hour
		- Bottled Water	\$6 per dozen

Contact us for our list of recommended caterers and in-house food and beverage options.

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:



*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



Shaw Foundation Alumni House  
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Office of  
Alumni Relations