

Bulk Discount Structure

Enjoy these discounts if you book for 6 hrs and more!

No. of hours	Discount
6 hrs to 16 hrs	20%
17 hrs to 60 hrs	30%
61 hrs and above	40%

Recommended Caterers

Creative Eateries Catering/ Shiok Kitchen Catering (Halal)

Geraldine Leong
6411 4994 | 9632 2178
geraldineleong@createries.com

Arina Aryanty
6411 4994 | 9368 1143
arina@createries.com

Elsie's Kitchen (Halal)

Catherine Seah
9630 9880
catherine@elsiekitchen.com.sg

Leona Goh
9630 9881
leona@elsiekitchen.com.sg

Grain

Sean
9067 8729
sean@grain.com.sg

Luxe Catering

Blossom Chia
6570 9353 | 9237 2663
blossom@luxecatering.com.sg

Purple Sage

Azrah Ang
6396 6990 | 9022 6506
azrah@purplesage.com.sg

Joanne Ng
6396 6990 | 8726 2533
joanne@purplesage.com.sg

Rasel Catering Singapore (Halal)

Pin Chua
6777 7183 | 8498 5747
pin@rasel.com.sg

Stamford (Halal)

Germaine Wong
6887 8382 | 9278 8910
germaine_wong@stamfordcs.com.sg

Yantra

Shivani Kheterpal
6836 3088 | 9854 9624
marketing@restobarholding.com

*An \$800 levy will apply for usage of external caterers.

Manpower Charges

If any setup or event is operating beyond the staff standard working hour,
i.e. before 9am and after 10pm, the following charges shall apply:

Technician

Overtime / technician / hr	\$40
Transport / technician	\$50

Cleaner

Overtime / cleaner / hr	\$30
Transport / cleaner	\$50

Equipment & Furniture Rental Rates

Items	Unit Price (in SGD)
Furniture	
Foldable Plastic Chair (Black)	\$2
Oblong table (4ft x 1.6ft)	\$6
Music Stand (Black)	\$10
Projection	
Tripod Screen (8ft x 8ft)	\$100
Motorised Screen (14ft x 10ft)	\$180
Projector (4,000 Lumens)	\$150
Sound	
Wired Microphone	\$50
Lapel Microphone	\$80
Wireless Handheld Microphone	\$100
PA System (incl. 2 x Speaker w/stand & 2 x Wired Microphone)	\$300
Additional Power / day	
13A Power Outlet (Courtyard / Corridor)	\$50
*63A Single Phase Power (Multi-purpose Hall)	\$100

*DB not provided

**All equipment subject to availability.

***All rates are subject to change without notice.

VENUE HIRE APPLICATION FORM

Name of Applicant (Organisation / Individual)

Business Registration Number / NRIC / Passport Number

Billing Address

Contact Person

Email Address

Mobile Number

Office / Home Number

Fax Number

Event Title English Malay Chinese Tamil Others: _____

Number of Guests

Description of Event / Synopsis (attach write up and past works if any)*

Venue(s)

Date(s)

Time

Setup / Event

Venue(s)	Date(s)	Time	Setup / Event
			<input type="checkbox"/> Setup / Teardown <input type="checkbox"/> Event
			<input type="checkbox"/> Setup / Teardown <input type="checkbox"/> Event
			<input type="checkbox"/> Setup / Teardown <input type="checkbox"/> Event

Will you be engaging a caterer for your event?
(Note that Arts House Limited has a list of recommended caterers)

Yes No

If yes, what type of setup will you require? (eg. Buffet/served, standing cocktail, banquet etc.)

Will there be live performance or music during the event?

Yes No

If yes, what type of music will be played?

Where did you hear about our venues?

Is this a ticketed event?

Yes No

If yes, which ticketing platform will be used?

Will any additional equipment be brought by external vendors?
(eg. Sales booths, exhibition panels, props, stage, product showcase etc.)

Special requirements

(eg. Security, AV equipment, sale of merchandise, temperature/humidity control etc.)

Venue reservation terms and conditions

- 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. 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 first invoice has been made.
- 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 formally through email.
- Arts House Limited 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.
- Arts House Limited 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, the undersigned, verify that the above information is accurate and understand that this venue hire request form does not in any way constitute a booking agreement.

Signature

Date

Company Stamp