



MANAGED BY



The Arts House

The Arts House welcomes corporate functions, product launches, cocktails, and private celebrations within our historic, neo-palladian venues. Email us at venues@artshouse.sg with your event plans for our recommendations.

	Size	Theatre	Cocktail	Banquet
Chamber	25m x 11m x 8m	187	–	–
Blue Room	14m x 7m x 6m	80	120	60
Living Room	13m x 7m x 5m	70	80	50
Gallery I	21m x 12m x 3m	–	250	90
Gallery II	12m x 11m x 7m or 4m	120	130	80
Play Den	12m x 12m x 5m	120	–	–
Screening Room	12m x 7m x 3m	75	–	–
Council Room	7m x 5m x 4m	30	20	–

Minimum 4-hour booking, unless otherwise indicated.
Setup/teardown rates thereafter at 60% of published rate.



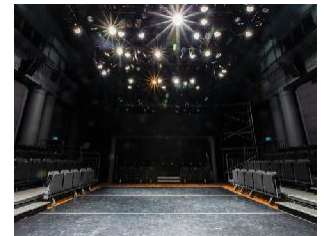
Blue Room
\$2,000 / 4hrs
\$1,000 / day[‡]



Living Room
\$1,500 / 4hrs
\$1,000 / day[‡]



Chamber[†]
\$2,500 / 4hrs



Play Den[†]
\$1,000 / 4 hrs



Council Room
\$100 / hr



Gallery I
\$2,250 / 4hrs
\$1,500 / day[‡]



Gallery II
\$1,900 / 4hrs
\$1,000 / day[‡]



Screening Room[†]
\$800 / 4hrs
\$150 / 2hrs (Film screenings only)

[†] Note: F&B is not allowed at this venue

[‡] For exhibitions only, with minimum 3 days booking.

Recommended Caterers**Conrad Centennial Singapore**

Lee Eng Yan
6432 7205 | 9745 2988
EngYan.Lee@conradhotels.com

Clarabelle Fernandez
6432 7174 | 8781 0611
Clarabelle.Fernandez@conradhotels.com

**Creative Eateries Catering/ Shiok
Kitchen Catering (Halal)**

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

Elsie's Kitchen (Halal)

Catherine Seah
9630 9880
catherine@elsiekitchen.com.sg

Leona Goh
9630 9881
leona@elsiekitchen.com.sg

Grain

Matthew Chia
8661 9904
matthew@grain.com.sg

Luxe Catering

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

Stamford Catering Services (Halal)

Ho Ping Ping
9728 8901
pingpingho@select.com.sg

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

Manpower Charges

Venue hire comes with limited technical support. If technical support is required throughout the event, the following charges shall apply:

Technical Manpower (min 4 hours) \$23 / technician / hr

If any setup or event is operating beyond the staff standard working hours, i.e. before 8am and after 12mn, the following charges will apply:

Overtime \$33 / technician / hr or
part thereof

Transport (after 11.30pm) as claimed by the crew

Equipment & Furniture Rental Rates

	Items	Unit Price (in SGD)
Furniture		
Banquet Chairs (colour hammer tone copper c/w maroon fabric)		\$3
Banquet Chair Covers in cream colour		\$3
IBM tables-1.5ft x 6ft		\$15
Oblong tables-2.5ft x 6ft		\$20
Round Tables Diameter-5ft		\$30
Rostrum Colour teak stain finish		\$70
Portable Screen/Divider		\$30
Grand Piano		
Piano Rental		\$200
Piano Moving (to and fro)		\$1,200
Tuning		\$200
Upright Piano		
Piano Rental		\$200
Piano Moving (to and fro)		\$400
Tuning		\$200
Display		
Exhibition Panel (1.5m x 2.6m)		\$50
Spotlight 50W (For Exhibition)		\$20
Projection		
Epson 3400 Lumens WXGA (Tripod Screen 7' x 7')		\$300
Epson 3400 Lumens WXGA (Fastfold Screen 8' x 6')		\$400
Epson 6K Lumens UWXGA 3LCD Laser Projector		\$600
└ (Chamber - Fastfold Screen 8' x 6')		
└ (Play Den - Inbuilt Motorised Screen 16' x 9')		
Sound		
Handheld dynamic microphone c/w 10m XLR 3-pin receptacle cable		\$20
Wired microphone		\$20
Lapel microphone (Headset)		\$50
Direct Input Box (DI Box)		\$20

*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
			<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, WIFI, AV equipment, sale of merchandise, temperature/humidity control*)

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