



MANAGED BY



# The Arts House

Being a registered charity ourselves, we extend our support to our fellow non-profit organisations, charities, and societies. Email us at [venues@artshouse.sg](mailto: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.



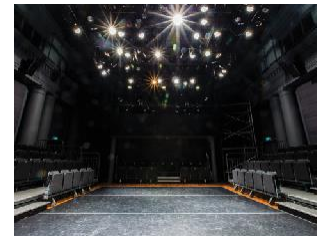
Blue Room  
\$1,600 / 4hrs  
\$800 / day ‡



Living Room  
\$1,200 / 4hrs  
\$800 / day ‡



Chamber †  
\$2,000 / 4hrs



Play Den †  
\$800 / 4 hrs



Council Room  
\$100 / hr



Gallery I  
\$1,800 / 4hrs  
\$1,200 / day ‡



Gallery II  
\$1,520 / 4hrs  
\$800 / day ‡



Screening Room †  
\$640 / 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)
<b>Furniture</b>		
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
<b>Grand Piano</b>		
Piano Rental		\$200
Piano Moving (to and fro)		\$1,200
Tuning		\$200
<b>Upright Piano</b>		
Piano Rental		\$200
Piano Moving (to and fro)		\$400
Tuning		\$200
<b>Display</b>		
Exhibition Panel (1.5m x 2.6m)		\$50
Spotlight 50W (For Exhibition)		\$20
<b>Projection</b>		
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')		
<b>Sound</b>		
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

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