

THE
ARTS
HOUSE

MANAGED BY

ARTS
HOUSE
LIMITED

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 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 II
\$1,900 / 4hrs
\$1,000 / day^{‡*}



Screening Room
\$800 / 4hrs
\$150 / 2hrs (Film screening only)

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

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

^{‡*}New rates applicable from 1 Apr 2024. For more information, please contact the leasing team.

Recommended Caterers

Hirers can contact any of Arts House Limited's recommended caterers directly for F&B packages. List will be provided upon request.

**Do note that a catering levy of \$800 (subject to GST) is applicable for use of external caterers.*

Manpower Charges

Venue hire packages DO NOT include any technical crew. Hirers are obliged to use AHL technical crew for set-up, event and tear down of venue

Technical Manpower (min 4 hours)

(8am - midnight)	\$23/ person / hour
(midnight - 8am)	\$33 / person / hour

Transport

Based on transportation claim by the technician for work till or after 11.30pm and before 8am

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
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
Wire 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