



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 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.



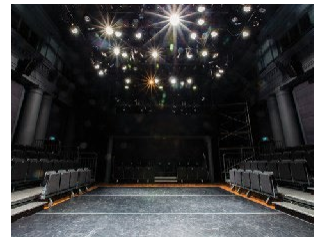
Blue Room  
\$1,600 / 4hrs  
\$800 / day ‡\*



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



Chamber †  
\$2,000 / 4hrs



Play Den †  
\$800 / 4 hrs



Council Room  
\$100 / hr



Gallery 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.

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

*(Note that Arts House Limited has a list of recommended caterers)*

Yes  No

Will there be live performance or music during the event? If yes, what type of music will be played? Where did you hear about our venues?

Yes  No

Is this a ticketed event? If yes, which ticketing platform will be used?

Yes  No

Will any additional equipment be brought by external vendors? Special requirements

*(eg. Sales booths, exhibition panels, props, stage, product showcase etc.)* *(eg. Security, WIFI, 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