

Golden Shoe Car Park Complex #10-01

Training Room (Max 60 pax)

Weekdays (Mondays to Fridays)

Hourly Rates	Full Day Rate
\$55 per hour (between 9AM to 5PM) Min. booking of 2 hours	\$400 per booking 8 hours of use (from 9AM to 5PM) Additional hour:
\$70 per hour after 5PM	\$70/hour (5PM - 10PM)
\$100 per hour after 10PM	\$100/hour (AFTER 10 PM)

Weekends (Saturdays, Sundays & Public Holidays)

Hourly Rates	Full Day Rate
\$70 per hour (between 9AM to 10PM) Min. booking of 2 hours	\$500 per booking 8 hours of use (from 9AM to 5PM) Additional hour:
\$100 per hour after 10PM	\$70/hour (5PM - 10PM)
	\$100/hour (AFTER 10 PM)

Meeting Room (For 12 pax & below)

Weekdays (Mondays to Fridays)

Hourly Rates	Full Day Rate
\$30 per hour (between 9AM to 5PM) Min. booking of 2 hours	\$210 per booking 8 hours of use (from 9AM to 5PM) Additional hour:
\$45 per hour after 5PM	\$45/hour (5PM - 10PM)
\$100 per hour after 10PM	\$100/hour (AFTER 10 PM)

Weekends (Saturdays, Sundays & Public Holidays)

Hourly Rates	Full Day Rate
\$45 per hour (between 9AM to 10PM) Min. booking of 2 hours	\$320 per booking 8 hours of use Additional hour:
\$100 per hour after 10PM	\$45/hour (5PM - 10PM)
	\$100/hour (AFTER 10 PM)

Here are the facilities that we have and will provide once you have chosen to host your event at our training room or meeting room:

Training Room	Meeting Room
<ul style="list-style-type: none"> • Fully carpeted space • Air conditioned, well lit environment • Tables & chairs • High quality, short-throw projector and projector screen • Professional sound system • Handheld & wireless microphones • Ample power points • One movable flip chart • One movable whiteboard • Wireless internet access • Hot & cold water dispenser • Complimentary refreshments such as mints, coffee as well as tea • High quality, comfortable and cushioned chairs with high backrest • Access to male & female restrooms • Printer & stationery (subject to additional charges) 	<ul style="list-style-type: none"> • Fully carpeted space • Air conditioned, well lit environment • Tables & chairs • LCD TV for projection • Whiteboard • Ample power points • Wireless internet access • Hot & cold water dispenser • Complimentary refreshments such as mints, coffee as well as tea • High quality, comfortable chairs with backrest • Access to male & female restrooms • Printer & stationery (subject to additional charges)

Please note that setting up of tables as well as power points are subject to additional charges as follows:

Table Setup Fee: \$25 per booking

Electrical Points Setup Fee: \$50 per booking

All arrangements pertaining to the facilities you require for your event have to be confirmed at least two days before. Complimentary set up and tear down time may be requested. However, this is subjected to the discretion of the management.

Should you require more time for your event, please consult your sales agent on the availability of the room as well as any possible additional charges to be incurred. Do end your event on time. We reserve the right to charge for extended use, according to the rates stated above.



Terms & Conditions

The terms & conditions herein mentioned shall apply to all persons or organizations using the facilities provided under Meeting Room Rental Singapore by Star Events Pte Ltd.

“User” refers to any person or organization that rents or uses the facilities.

Payment Terms

Prices are fixed and nett. There is no GST charge.

All bookings are to be made at least 3 days in advance of your desired dates. Upon booking, you should receive a notification from us which requires your immediate attention and confirmation. Confirmation is assured when 50% deposit is made.

The remaining payment is due on the day of your booking. Please note that priority is on first-come-first-serve basis and we reserve every right to cancel any bookings made through our website which are not confirmed within 24 hours of booking.

Payment can be made by Paypal, local bank transfer, cheque, cash or NETS.

1) By Bank Transfer

Our bank details are as follows:

OCBC Business Account

A/C: 828224001

Bank Code: 7339

Branch Code: 517

2) Cheque

Please make your cheque payable to:

‘Star Events Pte Ltd’

3) Cash/NETS/Credit Card

Please kindly note that we will require Credit Card/NETS/cash payments to be made at our office during office hours.

Amendment to Bookings

If you wish to change the date and duration of your booking, a notice of **at least 14 days or more** via one of the following ways:

- Online Form: <http://www.meetingroomrentalsingapore.com/contact-us/>
- Telephone: +65 64382135
- In person at our training room office

Any changes to the booking and its duration are subject to availability and will be billed accordingly.

Any difference in training room rental shall not be refunded. You are only allowed to change your booking date once.

Cancellation of Bookings

If you wish to cancel your booking, you must do so via e-mail, telephone or in person.

For cancellations made 14 days or more prior to the booking date, there will be no cancellation fee imposed.

For cancellations made less than 14 days prior to booking date, 50% deposit of the training room rental would be forfeited.

Use of Facilities

- The User shall indemnify and keep indemnified Star Events Pte Ltd and/or Zion Global Marketing Pte Ltd in full from and against all losses and damages to the room/equipment and all property caused directly or indirectly by the User, its employees, contracted suppliers and/or their event/program participants and attendees. Star Events Pte Ltd shall bill the user for any repair and rectification work required.
- Star Events Pte Ltd and/or Zion Global Marketing Pte Ltd shall under no circumstances be liable to make good or accept responsibility or liability arising in respect of any damage or theft or loss of any property, goods, articles or things deposited in the room by the User or any other person in one way or another connected to the User.
- Star Events Pte Ltd and/or Zion Global Marketing Pte Ltd shall not be liable for any loss due to any breakdown of machinery, failure of supply of electricity, leakage of water, fire, government restriction or act of God which causes the facilities to be temporarily closed, interrupted or cancelled.
- Authorized Star Events Pte Ltd and/or Zion Global Marketing Pte Ltd personnel shall have the right at any time to attend and observe the User's event.
- No nails, adhesive thumb-tacks and any other hazardous items or materials that may pose danger to any individual. Such materials are not allowed to be used within the training room.
- Goods, equipment, furniture and such like articles should be properly handled and the User shall be liable for any damage to the floors or other parts of the facilities. Windows are not to be opened.
- Smoking is strictly prohibited in the corridors, within or outside the training facility.
- Consumption of food and drinks is NOT allowed inside the training facility.
- Violation of copyright laws is not condoned in our premises. Do make sure you have the rights to all media & resources you are using for your event.
- Star Events Pte Ltd reserves the right to refuse the rental of facilities/equipment without explanation if the use of room is deemed to be compromised or for unlawful purpose.

Booking Details

Company Name: _____

Contact Person: _____

Contact Details: _____

Booking Date(s)	Booking Time

I/We understand and agree to the terms & conditions stated in the rental agreement.

Authorized Signature

Firm/ Company Stamp (if applicable)

Name & NRIC

Date

For official use:
Rental Approved & Acknowledged by: _____