



HDB HUB CONVENTION CENTRE BOOKING FORM

This form may take you 4 minutes to fill in.
You will need the following information to fill in the form :

- Address of Organisation
- Date and Time of booking
- Equipment requirements

Please complete the Booking Form & submit to :

HDB Hub Convention Centre
Organisational Excellence Department
West Wing 31st Storey HDB Hub
480 Lorong 6 Toa Payoh
Singapore 310480
Tel : 64901234
Fax : 64901102
Email : conventionctr@mailbox.hdb.gov.sg

| | | | |
|--|--|--|--|
| Name of Applicant (Mr / Ms / Mrs / Dr) | | Applicant's Designation | |
| Name of Organisation | | Office Tel No. | |
| Registered Address | | Fax No. | |
| | | Handphone | |
| | | Email | |
| Company GST Registration No. | | Unique Entity No. (UEN) | Business Unit No. (for government agencies) |
| Date(s) Required | | Time of Booking | |
| Event Title to be Displayed on LCD Outside Facility (in BLOCK letters and not more than 80 characters) | | | |
| Brief Description of Event | | | |
| Type of Facility (Please tick ✓) | | | |
| <input type="checkbox"/> Auditorium [Capacity : 480 seats] | | | |
| <input type="checkbox"/> Punggol Room (Seminar Layout) [Capacity : 100 seats] | | <input type="checkbox"/> Punggol Room (Training Layout) * [Capacity : 48 seats] | |
| <input type="checkbox"/> Woodlands Room (Training Layout) [Capacity : 32 seats] | | | |

* Training layout is subject to availability.

The equipment below are available for rent*. Please fill in the relevant boxes to book these items.

| Equipment | | Auditorium | | Punggol Room | | Woodlands Room | |
|-----------|-----------------------------------|---|-----|--|-----|---------------------------------|-----|
| | | Amount | Qty | Amount | Qty | Amount | Qty |
| 1 | Projector & Screen | \$60 | | \$45 | | \$45 | |
| 2 | DVD / VCD Player | \$25 | | \$25 | | \$25 | |
| 3 | CD Player | \$25 | | \$25 | | N.A. | |
| 4 | Rostrum Microphone | Complimentary (1 pc) | - | Complimentary (1 pc) | - | N.A. | |
| 5 | Wired Microphone | \$15 per piece (Max : 2 pcs for stage) | | \$15 per piece (Max : 1 pc for table) | | N.A. | |
| | | (Max : 6 pcs for audience) | | (Max : 2 pcs for audience) | | | |
| 6 | Wireless Microphone - Clip on | \$20 per piece (Max : 2 pcs) | | \$20 per piece (Max : 1 pc) | | N.A. | |
| 7 | Wireless Microphone - Handheld | \$20 per piece (Max : 2 pcs) | | \$20 per piece (Max : 1 pc) | | N.A. | |
| 8 | Walkie-Talkie | \$30 per pair (Max : 1 pair) | | N.A. | | | |
| 9 | Flipchart | N.A. | | \$10 per piece (Max : 2 pcs) | | \$10 per piece (Max : 2 pcs) | |
| 10 | Registration Table | \$5 per piece (Max : 3 pcs for stage) | | \$5 per piece (Max : 1 pc) | | \$5 per piece (Max : 1 pc) | |
| | | (Max : 4 pcs for foyer) | | | | | |
| | | Complimentary (2 pcs for foyer) | - | Complimentary (1 pc) | - | Complimentary (1 pc) | - |
| 11 | Registration Chair | \$1 per piece (Max : 6 pcs for stage) | | \$1 per piece (Max : 2 pcs) | | \$1 per piece (Max : 2 pcs) | |
| | | (Max : 8 pcs for foyer) | | | | | |
| | | Complimentary (4 pcs for foyer) | - | Complimentary (2 pcs) | - | Complimentary (2 pcs) | - |

* Rates are per booking/day. Subject to availability of equipment and revision of rates.
Registration table is strictly for registration use only.

The applicant is deemed to have read the terms and conditions governing the use of the HDB Hub Convention Centre and hereby agrees to be bound by the said terms and conditions.

SIGNATURE OF APPLICANT

DATE

THE TERMS AND CONDITIONS ARE AN INTEGRAL PART OF THIS BOOKING FORM.

Remarks :