

## CSC TRAINING ROOMS RENTAL DETAILS

### A) ROOM RENTAL RATES

Room Types	Training Rooms (Rm 3.9 & 3.10)^	Other Training Rooms	Seminar Rooms – Standard #	Seminar Room – Heng Mui Keng%	Syndicate Rooms	Auditorium
No. of Rooms	2	22	3	1	6	1
4-hour Block ( <i>minimum</i> )	\$375	\$375	\$750		\$100	\$1,595
8-hour Block	\$600	\$600	\$1,200		\$150	\$2,550
Room Configuration & Capacity (maximum pax)						
Theatre	40 (I) 70 (C)	50	110	120 (F) 100 (S)	-	343
Classroom	20 (I) 35 (C)	40	80	80 (F) 60 (S)	-	-
Cluster	24 (I) 36 (C)	30	64	50 (F) 30 (S)	10	-
U-Shape	- 25 (I)	20	40	40 (F) 24 (S)	-	-
Exam	14 (I) 28 (C)	20	40	40 (F) 30 (S)	-	-
Equipment Provided						
Rostrum	-	-	-	1	-	1
Trainer's Laptop	1	1	1	1	-	1
Printer	1	1	1	1	-	-
Projector and Screen	1	1	1	3	-	1
Visualiser*	1	1	1	1	-	1
Flipchart Stand (c/w Papers)	2	2	2	2	-	2
Clip-on Mic*	1	1	1	1	-	1
Rostrum Mic	-	-	-	-	-	1
Wireless Mic	-	-	1	1	-	1
Aisle Mic	-	-	-	-	-	4

*All of the above information in this document is correct as of 10 May 2018. Published rates are subject to GST.*

**B) ADDITIONAL CHARGES**

<b>AV / IT Technician Standby Rates – <u>COMPULSORY</u> for Auditorium Bookings by External Clients</b>					
		<b>4-hour Block</b>	<b>8-hour Block</b>		<b>Additional Rate Per Hour</b>
Weekdays	AM, PM or Full day	\$500	\$1,000		\$150
	EVE	\$650	-		
Saturdays		\$650 (AM / PM) \$750 (EVE)	\$1,150		
<b>Furniture (\$ - per unit rate)</b>		<b>AV/ IT Equipment (\$ - per unit rate)</b>			
Table	\$10	LCD Projector (Portable) (Auditorium)	\$350	Wireless /Clip-on Microphone	\$35
Chair	\$5	Visualiser	\$70	Aisle Microphone	\$25
Flipchart stand with paper	\$20	Projector Screen (Portable)	\$50		
Rostrum (with CSC logo)	\$50	Laser Pointer/ Wireless Presenter	\$30		

**C) ROOM BOOKING SLOTS & ROOM SET-UP TIMINGS**

<b>Room Booking Slots</b>	
<b>4-hour Block</b>	<b>8-hour Block</b>
8.30am to 12.30pm (AM) 1.30pm to 5.30pm (PM) 6.30pm to 10.30pm (EVE)	8.30am to 5.30pm (AM & PM)
<p><b>Note:</b></p> <ul style="list-style-type: none"> <li>i) Client is strictly required to adhere to room booking slots.</li> <li>ii) An additional charge of 4-hour block shall apply for bookings that require extension from the booked slot.</li> </ul>	
<p><b>Room Set-up Timings for 4-hour Block:</b> 12.30pm to 1.30pm, 5.30pm to 6.30pm</p>	

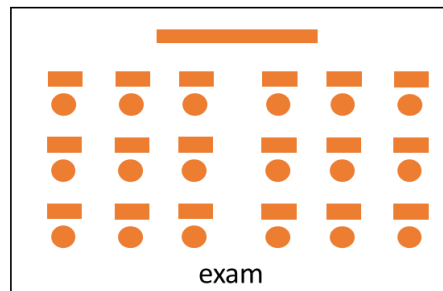
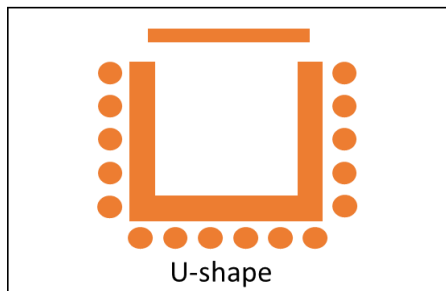
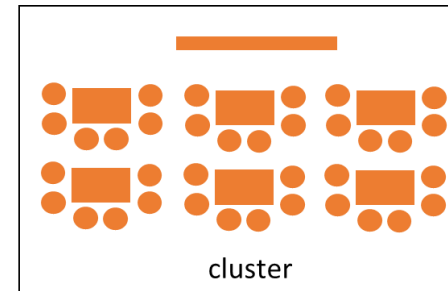
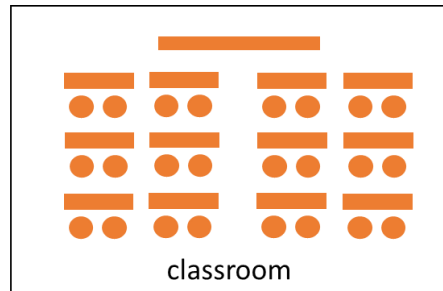
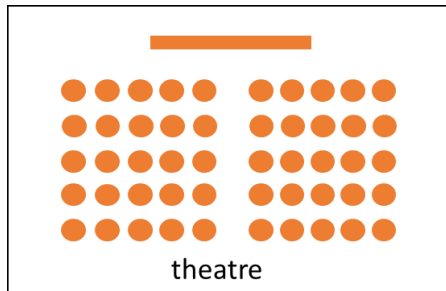
## D) NOTES

1. # In addition to the Seminar Rooms available, there are Training Rooms that can be configured into Seminar Rooms:

<b>Training Rooms that can be configured into Seminar Rooms</b> <i>Seminar Room rental rates apply for these merged rooms</i>						
Sage 1 & Sage 2	Tamarind 1 & Tamarind 2	Room 3.2 & Room 3.3	Room 3.4 & Room 3.5	Room 3.9 & Room 3.10	Room 4.2 & Room 4.3	Room 4.4 & Room 4.5

2. ^ (I) denotes the room capacity as **Individual** room  
 (C) denotes the room capacity as **Combined** rooms
3. % (F) denotes **Front** setting with one projector screen  
 (S) denotes **Side** setting with two projector screens
4. \* Equipment will be made available in the room upon request. Additional quantity requested than the stated is subject to availability and additional charges.
5. No rental on Sundays & Public Holidays
6. ? Images shown in the below Rooms Set-up Configurations & Rooms Photos are for illustration purposes only

## E) ROOM CONFIGURATIONS?



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F) ROOM PHOTOS?

**Training Room**



**Seminar Room**



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### Seminar Room - Heng Mui Keng



### Syndicate Room



### Auditorium



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