

## CSC TRAINING ROOM RENTAL DETAILS

Type of Rooms	Training Room (Rm 3.9 -3.10)^	Other Training Rooms	Seminar Rooms – Standard #	Seminar Room – Heng Mui Keng+	3i-studio	Syndicate Rooms	Auditorium
No. of Rooms	2	22	3	1	1	6	1
4-hour Block ( <i>minimum</i> )	\$375	\$375	\$750		\$375	\$100	\$1,595
8-hour Block	\$600	\$600	\$1,200		\$600	\$150	\$2,550
<b>Room Configuration &amp; Capacity (pax)</b>							
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)	-	-	-
<b>Equipment Provided (included in the room's rental package)</b>							
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 <sup>≤</sup>	1	1	1	1	-	-	1
Flipchart Stand (c/w Papers)	2	2	2	2	1	-	2
Clip-on Mic <sup>≤</sup>	1	1	1	1	-	-	1
Rostrum Mic	-	-	-	-	-	-	1
Wireless Mic	-	-	1	1	-	-	1
Aisle Mic	-	-	-	-	-	-	4
Premium Handy Camera with camera stand					1		
Atem Mini Pro (BlackMagic)					1		
TV Monitor					1		
21" inch Monitor					1		
Mixer					1		
Lighting Stand (Optional)					1		

*All the above rates are correct as of 1 December 2017, and are subjected to revision. Prevailing Goods & Services Tax applies.*

**DETAILS OF ADDITIONAL CHARGES**

<b>AV Technician Standby Rates – <u>COMPULSORY</u> for Auditorium Bookings by External Clients</b>				
<i>The below AV standby and IT set-up rates</i>				
		<b>4hrs</b>	<b>8hrs</b>	<b>Additional Rate Per Hr</b>
Weekdays	AM, PM or Full day	\$500	\$1,000	\$150
	EVE	\$700	-	
Saturdays		\$650 (AM / PM) \$750 (EVE)	\$1,150	\$250
<b>Additional Charges for Non-IT Rooms that Require IT Setup*</b>				
		<b>½ day: \$565</b>	<b>1 full day: \$900</b>	
<b>Additional Furniture and AV/IT Equipment - available upon request, however subject to availability</b>				
<b>Furniture:</b> Table, Chair, Flipchart stand with paper and CSC Rostrum				
<b>AV/IT Equipment:</b> LCD Projector (Portable) (for Auditorium only), Visualiser, Projector Screen (Portable), Laser Pointer/ Wireless Presenter, Wireless/Clip-on Microphone and Aisle Microphone				

**Booking Time Block:**

<b>4-hour Block</b>	<b>8-hour Block</b>
9.00am to 1.00pm (AM) 2.00pm to 6.00pm (PM) 6.30pm to 10.30pm (EVE)	9.00am to 6.00pm (AM & PM)

Time for turn-over of room setup for 4-hour Block:

1.00pm to 2.00pm, 6.00pm to 6.30pm

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**NOTES**

1. # Two (2) Training Rooms that can be merged to into one (1) Seminar Room:

Training Rooms that can be merged into one Seminar Room						
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

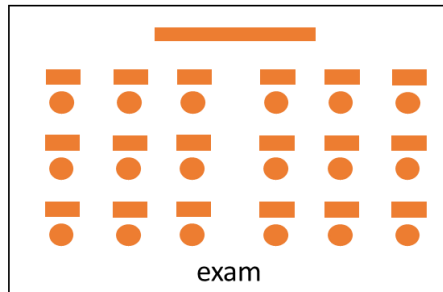
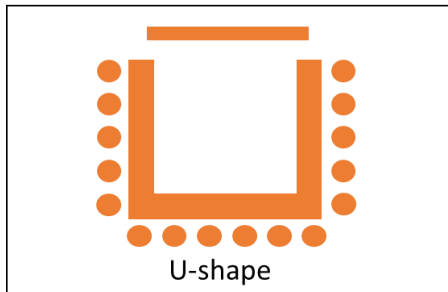
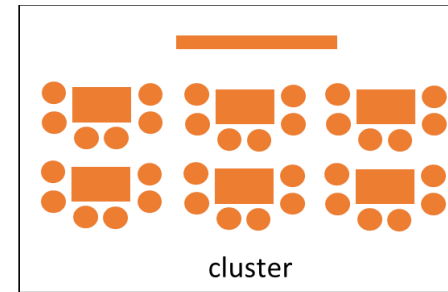
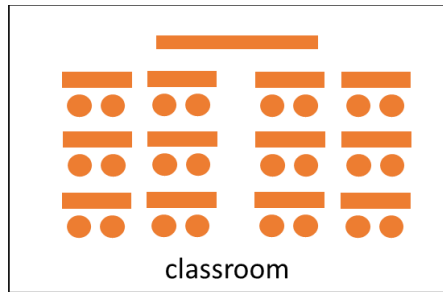
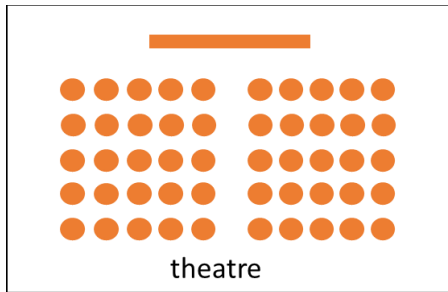
(S) denotes **Side** setting with two projector screens

4. \*Not applicable for external client booking.

5. ≤ Available upon request 6. For Atrium space: Round tables not provided. Only two (2) registration tables and four (4) chairs are provided.

7. No rental on Sundays & Public Holidays

**ROOMS - SET-UP CONFIGURATIONS**



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**ROOMS - PHOTOS**

**Training Room**



**Seminar Room**



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### Seminar Room - Heng Mui Keng



### Syndicate Room



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## Auditorium



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