

Annex A

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+	Green Room	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
Room Configuration & Capacity (pax)							
Useable Area (m ²) / Shape	72 m ² Rectangular	98m ² Rectangular	120m ² Rectangular	120m ² Rectangular	-	24m ² Rectangular	- Fan-Shape
Theatre	40 (I) 70 (C)	50	110	120 (F) 100 (S)	-	-	343
Classroom	20 (I) 35 (C)	40	80	80 (F) 60 (S)	-	-	-
Cluster (6pax/cluster)	18 (I) 36 (C)	30	64	50 (F) 30 (S)	-	10	-
U-Shape	- 25 (C)	20	40	40 (F) 24 (S)	-	-	-
Exam	14 (I) 28 (C)	20	40	40 (F) 30 (S)	-	-	-
Equipment Provided (included in the room's rental package)							
Rostrum	-	-	-	1	-	-	1
Trainer's Laptop	1	1	1	1	-	-	1
Printer	1	1	1	1	-	-	-
Projector and Screen	1	1	1	3	-	-	1
Flipchart Stand (c/w Papers)	1	1	1	1	1	-	1
Clip-on Mic ^s	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 (Black Magic)					1		
TV Monitor					1		
21" inch Monitor					1		
Mixer					1		
Lighting Stand (Optional)					1		

All the above rates are correct as of December 2023 and are subjected to revision. Prevailing Goods & Services Tax applies.

DETAILS OF ADDITIONAL CHARGES

AV Technician Standby Rates – COMPULSORY for Auditorium Bookings by External Clients

The below AV standby and IT set-up rates

		4hrs	8hrs	Additional Rate Per Hr
Weekdays	AM, PM or Full day	\$500	\$1,000	\$150

Additional Furniture and AV/ IT Equipment - available upon request, however subject to availability

Furniture: Table, Chair, Flipchart stand with paper and CSC Rostrum

AV/ IT Equipment: LCD Projector (Portable) (for Auditorium only), Visualiser, Projector Screen (Portable), Laser Pointer/ Wireless Presenter, Wireless/Clip-on Microphone and Aisle Microphone

Booking Time Block:

4-hour Block	8-hour Block
9.00am to 1.00pm (AM) 2.00pm to 6.00pm (PM)	9.00am to 6.00pm (AM & PM)

Time for turn-over of room setup for 4-hour Block: 1.00pm to 2.00pm

NOTES

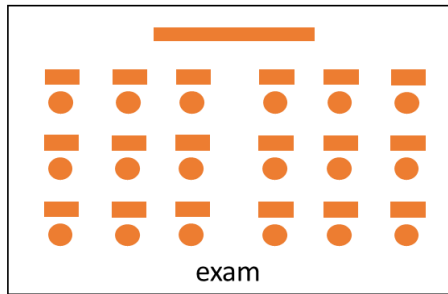
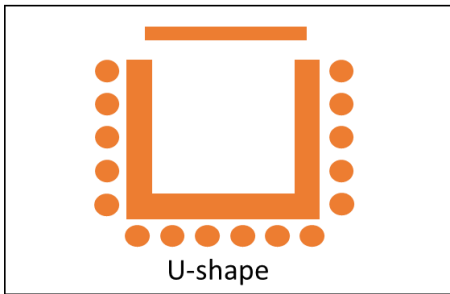
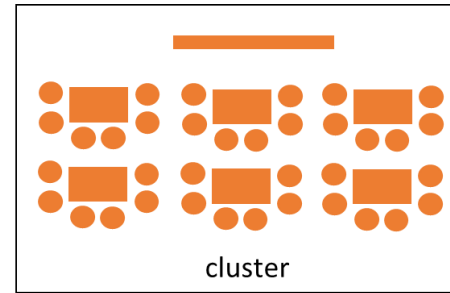
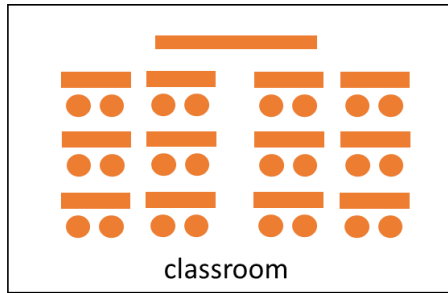
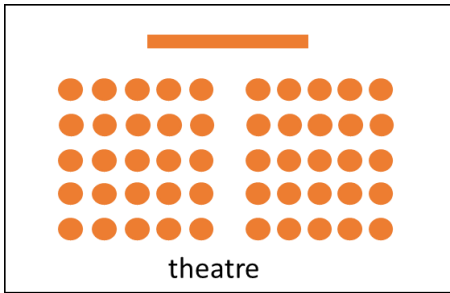
- # Two (2) Training Rooms that can be merged to into one (1) Seminar Room:

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

- ^ (I) denotes the room capacity as **Individual** room
(C) denotes the room capacity as **Combined** rooms
- + (F) denotes **Front** setting with one projector screen (S) denotes **Side** setting with two projector screens
- *Not applicable for external client booking.
- ≤ Available upon request
- For Atrium space: Round tables not provided. Only two (2) registration tables and four (4) chairs are provided.
- No rental on Weekdays Evening, Full-day Weekends & Public Holidays

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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



Auditorium



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