



**Booking Form**

<b>STI AUDITORIUM</b>	<b>(230 pax)</b>	<input type="checkbox"/>
<b>FTSE ROOM</b>	<b>(60 pax)</b>	<input type="checkbox"/>
<b>BREAKOUT AREA</b>		<input type="checkbox"/>

Please tick in the appropriate box

Kindly complete **BOTH** Booking Form and Equipment Request Checklist.

**EMAIL** to Capital Tower Tenant Service Centre at [custsvc-ct@capitaland.com](mailto:custsvc-ct@capitaland.com)

<b>Company Name &amp; Address</b>	<b>Contact Person</b>		
	<b>Contact Number</b>		
	<b>Fax Number</b>		
<b>Billing Address</b> (If different from above)	<b>Email Address</b>		
	<b>Booking Date</b>		
	<b>Booking Time</b> (include setup & dismantling)	From	To

Signage Details												
<b>Event Title</b> (Max 30 characters including space)												
<b>Event Time</b>	<b>From</b>											<b>To</b>
<b>Organizer Name</b> (Max 30 characters including space)												

Booking of AV Technician			Food & Beverage Catering		
(Minimum ONE hour for STI Auditorium, Optional for other rooms) (S\$50.00*/ hour during office hour, S\$70.00*/ hour after office hour)			(Please liaise directly with our panel caterer listed below)		
<b>From</b>	<b>To</b>		<b>Time</b>		

**Terms & Conditions**

- Bookings are subject to room availability and confirmation in writing. Bookings are non-transferable.
- Bookings are to be submitted at least 14 working days before event.
- Confirmations of logistics are to be made at least 5 working days before event. An Administrative charge of \$50\* for last minute logistics amendments & requests may apply.
- Minimum booking of 4 hours (consecutive) for STI Auditorium and 2 hours for FTSE Room is required.
- The management reserves the right to reject or cancel any bookings by giving at least 3 days’ notice.
- Booking time has to include setup and dismantling time. All rooms will only be opened 30 minutes prior to booked time.
- No food and drinks are permitted at all times** in the auditorium and conference rooms.
- A **Non-Refundable** deposit (30% of the total amount) has to be paid upon receiving confirmation of event from the Management to secure slot. Balance amount has to be paid at least 5 working days before event. Payment must be made by cheque. Make Cheque payable to **HTSG – CAPITACOM CT COLL**
- A cancellation fee\* will apply if booking is cancelled less than 7 working days before event date. Cancellation or amendments has to be done in writing to [custsvc-ct@capitaland.com](mailto:custsvc-ct@capitaland.com)
- Housekeeping fees are applicable to bookings ending on or after 9pm on weekdays (\$60.00\*), 5pm on Saturdays (\$80.00\*).
- Room rates are subjected to changes and will take effect immediately. Room rates are exclusive of prevailing GST amount.
- The Management of Capital Tower reserves the right not to open the premises for use, if payments are not made according to clause No.8



13. Please liaise directly with our panel of approved caterers listed below for catering services.

Company	Contact Person	Contact no	Email
B Bakery	KC Chew	9748 1221	<a href="mailto:nine.bbakery@gmail.com">nine.bbakery@gmail.com</a>
How's Catering	Yvonne	8533 4145	<a href="mailto:yvonne@howscatering.com.sg">yvonne@howscatering.com.sg</a>
Orange Clove Catering Pte Ltd	Wendy Pang	8318 1185	<a href="mailto:wendy.pang@neogroup.com.sg">wendy.pang@neogroup.com.sg</a>
Rasel Catering Singapore Pte Ltd	Josephine	9684 3138	<a href="mailto:josephine.teo@rasel.com.sg">josephine.teo@rasel.com.sg</a>
Purple Sage Group Pte Ltd	Joanne Ng	6396 6990	<a href="mailto:joanne@purplesage.com.sg">joanne@purplesage.com.sg</a>
Phin's Catering Services	Jason Siew	9815 0500	<a href="mailto:jason@phinscatering.com.sg">jason@phinscatering.com.sg</a>

14. A fee of \$50\* is chargeable per day for deposit of materials prior to date of event.

15. A cancellation fee shall be charged according to the schedule below:

8 working days from event date*	Nil
7 working days from event date*	30% of total cost
3 working days from event date*	100% of total cost

\* Event date excludes actual day of event

16. A change of date and /or time for an event shall be allowed once, subject to availability. An administrative charge of 30% of booking fees\* is payable for every subsequent change of date and / or time.

\*All rates excludes prevailing Goods & Services Tax

Declaration : We agree to abide by all terms & conditions			
(Important : please read all terms & conditions before signing)			
Signature		Company Stamp (Company stamp of the company making the booking)	
Name			
Designation		Date	

For official use			
Approved & Entered by		Booking ID	



STI AUDITORIUM

EQUIPMENT REQUEST CHECKLIST

EMAIL to Capital Tower Tenant Service Centre at [custsvc-ct@capitaland.com](mailto:custsvc-ct@capitaland.com)

Company Name	Contact Person	
	Contact Number	
	Event Date & Time	
	Booking ID	

COMPLIMENTARY EQUIPMENTS (F.O.C)					
(subject to availability)					
Tick	Item	Qty	Tick	Item	Qty
<b>MICROPHONES</b>			<b>PROJECTORS</b>		
	Rostrum with Gooseneck Microphone	1		Video Projector & Screen	1
	Wireless Handheld Microphone	2		Visualizer	1
	Audience Microphone with Stand	2	<b>OTHER ITEMS</b>		
<b>AUDIO / VIDEO PLAYERS</b>				Chairs for Registration Table	4
	DVD/VCD/CD/LD Player	1		Number of Chairs for Panelist Table (max 6)	
	Multi-System VHS VCR	1		Flip Chart with Markers	1
				Whiteboard with Markers	1

ADDITIONAL EQUIPMENTS (CHARGABLE)					
(subject to availability)					
Tick	Item	Qty	Price (excluding GST)	Remarks	
<b>MICROPHONES</b>					
	Rostrum with Gooseneck Microphone		\$150.00	Each	
	Table Gooseneck / Wireless Handheld/ Clip-On		\$100.00	Each	
<b>INTERNET / PHONE LINES</b>					
	Internet Broadband Connection		\$200.00	1st Port	2nd Port at \$100.00/=
	Telephone Set and Phone Line for Local Calls		\$20.00	Per Port	
	Telephone Set and Phone Line for IDD Calls		\$110.00	Per Port	Excluding call charges & 20% admin fees
<b>RECORDINGS</b>					
	Audio Recording on CDs		\$30.00	Per hour	
<b>OTHER ITEMS</b>					
	Additional Projector		\$150.00	Each	
	Additional Projector Screen		\$50.00	Each	
	Additional Chairs to Increase Room Capacity		\$4.00	Each	First 5 is complimentary, Maximum 15 only
	Power Point at Reception Area		\$35.00	Each	
	Extension Cord (4 Gang)		\$10.00	Each	
	Easel Stand		\$10.00	Each	

**OTHERS – Please Specify**

<b>For official use:</b>			
Acknowledged By		Date	



EMAIL to Customer Service at [custsvc-ct@capitaland.com](mailto:custsvc-ct@capitaland.com)

<b>Company Name</b>	<b>Contact Person</b>
	<b>Contact Number</b>
	<b>Event Date &amp; Time</b>
	<b>Booking ID</b>

**COMPLIMENTARY EQUIPMENTS (F.O.C)**  
(subject to availability)

Tick	Item	Qty	Tick	Item	Qty
<b>MICROPHONES</b>			<b>PROJECTORS</b>		
	Rostrum with Gooseneck Microphone	1		Video Projector & Screen	1
	Wireless Handheld Microphone	1	<b>OTHER ITEMS</b>		
	Clip-On Microphone	1		Chairs for Registration Table	2
<b>AUDIO / VIDEO PLAYERS</b>				Chairs for Panelist Table (max 4) (placed beside platform)	
	DVD/VCD/CD/LD Player	1		Flip Chart with Markers	1
	Multi-System VHS VCR	1		Whiteboard with Markers	1

**ADDITIONAL EQUIPMENTS (CHARGABLE)**  
(subject to availability)

Tick	Item	Qty	Price (excluding GST)	Remarks
<b>MICROPHONES</b>				
	Table Gooseneck / Wireless Handheld/ Clip-On		\$100.00 Each	
<b>PHONE LINES</b>				
	Telephone Set and Phone Line for Local Calls		\$20.00 Per Port	
	Telephone Set and Phone Line for IDD Calls		\$110.00 Per Port	Excluding call charges & 20% admin fees
<b>OTHER ITEMS</b>				
	Video Projector		\$150.00 Each	
	Visualizer		\$100.00 Each	
	Projector Screen		\$50.00 Each	
	Power Point at Reception Area		\$35.00 Each	
	Extension Cord (4 Gang)		\$10.00 Each	
	Easel Stand		\$10.00 Each	

**OTHERS – Please Specify**

**For official use:**

<b>Acknowledged By</b>	<b>Date</b>
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