



Please tick in the appropriate box

STI AUDITORIUM
BREAKOUT @ L9
FTSE ROOM

(230 pax)
(100 pax)
(60 pax)

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

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

EMAIL completed forms to Capital Tower Tenant Service Centre at custsvc-ct@capitaland.com

Company Name & Address	Contact Person	
	Contact Number	
	Email Address	
Billing Address (If different from above)	Booking Date	
	Booking Time (include setup & dismantling)	From

Signage Details	
Event Title (Max 30 characters including space)	
Event Time	From <input type="text"/> To <input type="text"/>
Organiser Name (Max 30 characters including space)	

Booking of AV Technician	Food & Beverage Catering
(Minimum ONE hour for STI Auditorium, optional for other venues) (S\$50.00*/ hour during office hours, S\$70.00*/ hour after office hours)	(Please liaise directly with our panel of caterers listed below)
From <input type="text"/> To <input type="text"/>	Time <input type="text"/>

Terms & Conditions

- Bookings are subject to venue availability and confirmation in writing, and are non-transferable.
- Bookings must be submitted at least 14 working days before the event.
- Logistics required must be made known at least 5 working days before the event. An administrative charge of \$50* for last minute amendments and requests may apply.
- The management reserves the right to reject or cancel any bookings by giving at least 3 days' notice to the organiser.
- Booking time must include setup and dismantling time. All venues are available 30 minutes prior to event start.
- No food and drink are permitted at all times** in all venues.
- A **non-refundable** deposit (30% of the total amount) is payable upon confirmation of the event (by the Management of Capital Tower) to secure the booking. The remaining amount (70% of the total amount) must be paid at least 5 working days before the event. Payment must be made by cheque payable to **HTSG – CAPITACOM CT COLL.**
- A cancellation fee* will apply if booking is cancelled less than 7 working days before the event date. Cancellation or amendments must be done in writing to custsvc-ct@capitaland.com. Cancellation fees are charged in accordance to the schedule below:

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

- Housekeeping fees are applicable to bookings ending on or after 9.00pm on weekdays (\$60.00*) and 5.00pm on Saturdays (\$80.00*).
- Venue rates are subjected to changes and will take effect immediately. Venue rates are exclusive of prevailing Goods & Services Tax.



11. The Management of Capital Tower reserves the right not to open the premises for use, if payments are not made in accordance with clause No. 7.
12. Please liaise directly with our panel of approved caterers for catering services.

Company	Contact Person	Contact no	Email
B Bakery	KC Chew	9748 1221	nine.bbakery@gmail.com
How's Catering	Yvonne	8533 4145	yvonne@howscatering.com.sg
Orange Clove Catering Pte Ltd	Angela	8876 1865	angela.lee@neogroup.com.sg
Rasel Catering Singapore Pte Ltd	Josephine	9684 3138	josephine.teo@rasel.com.sg
Purple Sage Group Pte Ltd	Joanne Ng	6396 6990	joanne@purplesage.com.sg
Phin's Catering Services	Jason Siew	9815 0500	jason@phinscatering.com.sg

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

*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

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

COMPLIMENTARY EQUIPMENT					
(subject to availability)					
Tick	Item	Qty	Tick	Item	Qty
MICROPHONES			PROJECTOR		
	Rostrum with gooseneck microphone	1		Video projector & screen	1
	Wireless handheld microphone	2		Visualiser	1
	Audience microphone with stand	2	OTHER ITEMS		
WIFI				Chairs for registration table	4
	WIFI Connectivity	1		Number of chairs for panelist table (max 6)	
				Flip chart with markers	1
				Whiteboard with markers	1

ADDITIONAL EQUIPMENT (CHARGABLE)					
(subject to availability)					
Tick	Item	Qty	Price (excluding GST)	Remarks	
MICROPHONE					
	Rostrum with gooseneck microphone		\$150.00	Each	
	Table gooseneck / Wireless handheld/ Clip-on		\$100.00	Each	
INTERNET / PHONE LINE					
	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
RECORDING					
	Audio recording on CDs		\$30.00	Per hour	
OTHER ITEMS					
	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
	Powerpoint at reception area		\$35.00	Each	
	Extension cord (4 gang)		\$10.00	Each	
OTHERS – Please specify					

For official use:

Acknowledged By		Date	
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EMAIL to Capital Tower Tenant Service Centre at custsvc-ct@capitaland.com

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

COMPLIMENTARY EQUIPMENT (subject to availability)			
Tick	Item	Qty	
MICROPHONES			
	Rostrum with gooseneck microphone	1	
	Wireless handheld microphone	1	
	Clip-on microphone	1	
WIFI			
	WIFI connectivity	1	

Tick	Item	Qty
PROJECTOR		
	Video projector & screen	1
OTHER ITEMS		
	Chairs for registration table	2
	Chairs for panelist table (max 4) (placed beside platform)	
	Flip chart with markers	1
	Whiteboard with markers	1

ADDITIONAL EQUIPMENT (CHARGABLE) (subject to availability)				
Tick	Item	Qty	Price (excluding GST)	Remarks
MICROPHONE				
	Table gooseneck / Wireless handheld/ Clip-on		\$100.00 Each	
PHONE LINE				
	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
OTHER ITEMS				
	Video projector		\$150.00 Each	
	Visualiser		\$100.00 Each	
	Projector screen		\$50.00 Each	
	Powerpoint at reception area		\$35.00 Each	
	Extension cord (4 gang)		\$10.00 Each	
OTHERS – Please specify				

For official use:

Acknowledged By		Date	
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BREAKOUT @ L9

EQUIPMENT REQUEST CHECKLIST

EMAIL to Capital Tower Tenant Service Centre at custsvc-ct@capitaland.com

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

COMPLIMENTARY EQUIPMENT					
(subject to availability)					
Tick	Item	Qty	Tick	Item	Qty
MICROPHONE			PROJECTOR		
	Wireless handheld microphone	1		Video projector & screen	1
WIFI			OTHER ITEMS		
	WIFI connectivity	1		Chairs for registration table	2
				Flip chart with markers	1
				Whiteboard with markers	1

ADDITIONAL EQUIPMENT (CHARGABLE)				
(subject to availability)				
Tick	Item	Qty	Price (excluding GST)	Remarks
MICROPHONE				
	Table gooseneck / Wireless handheld/ Clip-on		\$100.00 Each	
OTHERS – Please specify				

For official use:			
Acknowledged By		Date	