

Marketing Institute of Singapore



Main Campus - Raeburn Park

| Room Nos. | Capacity | | | | | Weekdays (S\$) | | | Weekends (S\$) | |
|-----------------|-------------------|-----------------|------------------|--------------|-----------------|----------------|----------|----------|----------------|----------------|
| | Classroom Seating | Cluster Seating | U-Shaped Seating | Exam Seating | Theatre Seating | Half Day | Full Day | Evenings | Half Day-3 hrs | Weekends (S\$) |
| 205 | 18 | N/A | N/A | 8 | 24 | 100 | 180 | 120 | 200 | 200 |
| 206 | | | | | | | | | | |
| 209 | 25-35 | 15-18 | 16 | 16 | 32-48 | 150 | 250 | 180 | 250 | 250 |
| 210 | | | | | | | | | | |
| 101 | | | | | | | | | | |
| 102 | | | | | | | | | | |
| 202 | 45-50 | 20-24 | 20 | 24 | 58-68 | 180 | 300 | 200 | 280 | 280 |
| 207 | | | | | | | | | | |
| 208 | | | | | | | | | | |
| 103 | 70 - 88 | 32 - 38 | 38 | 45 | 90 - 100 | 240 | 380 | 280 | 340 | 340 |
| 204 | | | | | | | | | | |
| 211 | | | | | | | | | | |
| Lecture Theatre | | N/A | N/A | | 100 | 300 | 500 | 380 | 400 | 400 |
| Computer Lab | 20 | | | N/A | | 280 | 450 | 350 | 380 | 380 |

City Campus - Anson Centre

| Room Nos. | Capacity | | | | | Weekdays (S\$) | | | Weekends (S\$) | |
|------------------|-------------------|-----------------|------------------|--------------|-----------------|----------------|----------|----------|----------------|----------------|
| | Classroom Seating | Cluster Seating | U-Shaped Seating | Exam Seating | Theatre Seating | Half Day | Full Day | Evenings | Half Day 3 hrs | Weekends (S\$) |
| 1 | 24 | 16 | 15 | 16 | 32 | 180 | 300 | 200 | 280 | 280 |
| 2 | 20 | 30 | 16 | 32 | 60 | 210 | 380 | 250 | 310 | 310 |
| 3 | 18 | 15 | 9 | 12 | 24 | 140 | 240 | 180 | 240 | 240 |
| 4 | 30 | 24 | 21 | 20 | 36 | 190 | 320 | 210 | 290 | 290 |
| LT | | | N/A | | 76 | 290 | 480 | 350 | 390 | 390 |
| Executive Lounge | | | | N/A | | 400 | 680 | 450 | 480 | 480 |

Complimentary Equipment

1. LCD projector
2. 1 Flipchart stand with papers (Additional flipchart stand at \$15 per piece per day)
3. Whiteboard & markers (8 pcs)
4. TV/VCR (upon request, subject to availability)
5. Wireless Microphone (clip on) for Lecture Theatre

Refreshment (Optional)

1. S\$ 1.50 per pax per break for coffee & tea only
2. S\$ 3.50 per pax per break for 2 snack items with coffee & tea
3. S\$ 4.50 per pax per break for 3 snack items with coffee & tea

Lunch (Optional)

1. S\$ 10.00 per pax - Buffet Style

Other Services (Optional)

1. Photocopying
 - Black & White S\$ 0.10 per page
 - Colours S\$ 0.50 per page
2. Writing papers (A4 papers)-1 ream (500 sheets) S\$ 5.00 per ream
3. Writing pens (10 pcs per pack) S\$ 2.50 per pack
4. Additional Markers S\$ 1.50 per pcs

Others

1. Rental rates are subjected to prevailing GST.
2. Half day session is either from:
 - 9am - 12pm
 - 2pm - 5pm
 Full day session is from 9.00am - 5.00pm.
 Evening session is from 6.30pm - 9.30pm or 7.00pm - 10.00pm.

3. Members of Marketing Institute of Singapore are entitled to 20% discount from the published rates.
4. All requests for rental of facilities must be confirmed in writing.
5. A deposit payment of 50% must be made within 14 days to confirm the booking. The full payment must be paid 3 days before the session.
6. In the event of any cancellation, the following charges will apply:
 - More than 14 days notice No charge
 - Less than 14 days notice 30% of the total rental fee
7. The Institute is not liable for any damages or injuries inflicted on the personnel or participants during the session.
8. The Institute reserves the right to impose any replacement, repair or cleaning charges to the client for mishandling of equipment and facilities by its personnel or participants
9. The Institute reserves the right to change the rental rates without prior notice.
10. 15 minutes allowance for preparation prior to and dispersal beyond the booking time is allowed.

For enquiries, please contact Mr. Swaraj Vichare on 6327 7580 / 9649 3331 (Email: rental@mis.org.sg)

Room Rental Booking Form (Fax: 6327 9741)



| | | | |
|-------------------------------|--|--------------|--|
| Company's Name | | | |
| Address | | | |
| Contact Person | Membership No. (if applicable) : | | |
| Email | Tel : | Fax : | |
| Signage of Event | | | |
| Date of Booking | Time : | | |
| No. of Pax | Seating Req. | | |
| Equipment Requirements | | | |
| Refreshments | Coffee/Tea Only @ S\$ 1.50 per pax per break | No. pax: | |
| | 2 snack items with coffee/tea @ S\$ 3.50 per pax per break | No. pax: | |
| | 3 snack items with coffee/tea @ S\$ 4.50 per pax per break | No. pax: | |
| Other Services | | | |

For official use only

| | | | |
|-----------------------|--|---------------------|------------|
| Room Allocated | | Room Rate | S\$ |
| Confirmed On | | Refreshment | S\$ |
| Confirmed By | | Lunch/Dinner | S\$ |
| | | Others | S\$ |
| | | Total | S\$ |