

VENUE BOOKING REQUEST		
<b>CONTACT DETAILS</b>		
Company Name:	Tel:	
Contact Person:	Fax:	
Address:	Email:	
	Designation:	
Company Type: <input type="checkbox"/> Private <input type="checkbox"/> Singapore Government Agency/ Non-profit Organisation		
<b>EVENT DETAILS</b>		
Event Title		
Event Type		
Event Description		
Date and Time <small>(Please indicate the actual usage time.)</small>		
Expected No. of Attendees		
Venue Required: <input type="checkbox"/> Music Auditorium* <input type="checkbox"/> Drama Theatre* <input type="checkbox"/> Studio Theatre* <input type="checkbox"/> Gallery* <input type="checkbox"/> Multi-Purpose Hall <input type="checkbox"/> Lecture Theatre <input type="checkbox"/> Classroom		
<small>* Music Auditorium, Drama Theatre, Studio Theatre and Gallery are available only from Year 2011</small>		
<b>DECLARATION</b>		
I hereby declare that the above information is accurate and I understand that this booking request form does not in any way constitute a booking agreement.		
Name and Signature	Company Stamp	Date
Please note that all bookings will be subject to confirmation.		
Please also provide with your application a copy of your Registration of Company Certificate (ROC). We will respond within 14 working days upon receipt of your application.		