

**Contact Details**

Company	_____	Date	_____
Address	_____	Tel (Office)	_____
Contact Person	_____	Tel (Mobile)	_____
Designation	_____	Email	_____

**Booking/ Rental Details**

**Name of Event:** \_\_\_\_\_

**Date of Event:** \_\_\_\_\_

**Weekday**  
 **Weekend / Public Holidays**

**Choice of Room:**  
 **Suite #02-12A**

Estimated Floor Area: 538 sq ft  
Seating Capacity:  
Classroom - Max 20 Pax  
Cluster - Max 16 Pax  
Seminar - Max 35 Pax

**Time Slot:**

**Morning** (9:00am - 1:00pm)  
 **Afternoon** (1:30pm - 5:30pm)  
 **Evening** (6:00pm - 10:00pm)  
 **Full Day** (9:00am - 5:00pm)

**Seating Arrangement for ( \_\_\_\_\_ ) Participants**

**Classroom** (tables & chairs)  
 **Cluster** (4 pax/cluster)  
 **Seminar** (chairs only)

**Room Rental Rates:**

**Weekday: 4 hours - \$130 / 8 hours - \$240**

**Weekend/Public Holiday: 4 hours - \$150 / 8 hours - \$280**

**NOTE:** Extension beyond booking time slot is chargeable at \$50 per one hour block and subject to availability.

Discounted Rates applicable for members & long-term booking.

**Room Rental includes provision of:**

- ✓ LCD TV Monitor
- ✓ 1 Whiteboard on stand with markers
- ✓ 2 Flipchart Stands with Paper (10 sheets/stand)
- Additional Flipchart Stand with Paper (10 sheets) at \$10 each*

Additional Request (if any):  
\_\_\_\_\_  
\_\_\_\_\_

**Payment Methods**

**Cheque**

- Crossed Cheque payable to SPEC only.
- Please indicate invoice # on cheque &/or bank transfer

**Bank Transfer**

Account Name : SPEC  
Bank Name : DBS Bank Ltd  
Acct No. : 001-073921-2  
Branch Name/Code : DBS MBFC Branch / 7171  
Swift Code : BSSSGSG

**Terms & Conditions**

All bookings are subject to availability and full payment shall be made before booking is confirmed.  
By signing this booking form, you have accepted the terms & conditions of our facility rental contract as per attached.

\_\_\_\_\_  
Name of Applicant

\_\_\_\_\_  
Company Stamp

\_\_\_\_\_  
Signature & Date