

# The Arts House

To support the local arts community, we welcome art presentations by local artists and non-profit arts groups. Email us at [venues@artshouse.sg](mailto:venues@artshouse.sg) for our recommendations.

	Size	Theatre	Cocktail	Banquet
Chamber	25m x 11m x 8m	200	-	-
Blue Room	14m x 7m x 6m	80	120	60
Living Room	13m x 7m x 5m	70	80	50
Gallery I	21m x 12m x 3m	-	250	90
Gallery II	12m x 11m x 7m or 4m	120	130	80
Play Den	12m x 12m x 5m	120	-	-
Screening Room	12m x 7m x 3m	75	-	-
Council Room	7m x 5m x 4m	30	20	-

Rental is by 4-hour blocks, unless otherwise indicated.

Setup/teardown/rehearsal rates thereafter at 60% of published rate.



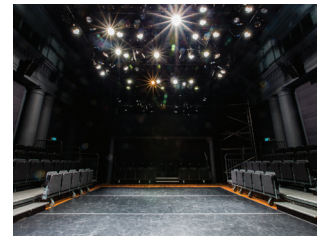
Blue Room  
\$600 / 4hrs  
\$300 / day<sup>†</sup>



Living Room  
\$450 / 4hrs  
\$300 / day<sup>†</sup>



Chamber<sup>†</sup>  
\$1,500 / 4hrs



Play Den<sup>†</sup>  
\$300 / 4 hrs



Council Room  
\$100 / hr



Gallery I  
\$675 / 4hrs  
\$450 / day<sup>‡</sup>



Gallery II  
\$570 / 4hrs  
\$300 / day<sup>‡</sup>



Screening Room  
\$240 / 4hrs  
\$150 / 2hrs (Film screenings only)

<sup>†</sup> Note: F&B is not allowed at this venue

<sup>‡</sup> For exhibitions only, with minimum 3 days booking

## Recommended Caterers

### Bliss Catering (Halal)

Christine | Chang Wen  
9762 4226 | 9239 8583  
cater@blisse.sg

### Rasel Catering Singapore (Halal)

Elphia Liew  
6777 7183 | 8363 3188  
elphia@rasel.com.sg

### Creative Eateries Catering/ Shiok Kitchen Catering (Halal)

Eileen Chua  
6411 4994 | 9630 0675  
sales@createries.com

### The Fullerton Hotel Singapore

Wendy Too  
6877 8164 | 9183 1011  
wendy.too@fullertonhotels.com

### Kitchen Language (Halal)

Samantha Seow  
6830 6456  
samanthaseow@kitchenlanguage.com.sg

### Timbré

Damien Ong  
6336 3386 | 9180 4548  
damien.ong@timbregroup.asia

### Purple Sage

Jerry Sim  
6396 6990 | 9615 7775  
jerry@purplesage.com.sg  
Joanne Ng  
6396 6990 | 8726 2533  
joanne@purplesage.com.sg

## Manpower Charges

Venue hire comes with limited technical support. If technical support is required throughout the event, the following charges shall apply:

Technical Manpower (min 4 hours)                      \$150 / technician / 4hr

If any setup or event is operating beyond the staff standard working hour, i.e. before 9am and after 10pm, the following charges shall apply:

Overtime    \$37.50 / technician /  
hr or part thereof

Transport    \$50 / technician

## Equipment & Furniture Rental Rates

Items	Unit Price (in SGD)
<b>Furniture</b>	
Banquet Chairs (colour hammer tone copper c/w maroon fabric)	\$3
Banquet Chair Covers in cream colour	\$3
IBM tables-1.5ft x 6ft	\$15
Oblong tables-2.5ft x 6ft	\$20
Round Tables Diameter-5ft	\$30
Rostrum Colour teak stain finish	\$70
Portable Screen/Divider	\$30
<b>Grand Piano</b>	
Piano Rental	\$200
Piano Moving (to and fro)	\$1,200
Tuning	\$200
<b>Upright Piano</b>	
Piano Rental	\$200
Piano Moving (to and fro)	\$400
Tuning	\$200
<b>Display</b>	
Exhibition Panel (1.5m x 2.6m)	\$50
Spotlight 50W (For Exhibition)	\$20
<b>Projection</b>	
Epson 3400 Lumens WXGA (Tripod Screen 7' x 7')	\$300
Epson 3400 Lumens WXGA (Fastfold Screen 8' x 6')	\$400
<b>Sound</b>	
Handheld dynamic microphone c/w 10m XLR 3-pin receptacle cable	\$20
Wired microphone	\$20
Lapel microphone (Headset)	\$50
Direct Input Box (DI Box)	\$20

\*All equipment subject to availability.

\*\*All rates are subject to change without notice.

# VENUE HIRE APPLICATION FORM

Name of Applicant (Organisation / Individual)

Billing Address

Status of Applicant

- Non-Profit Organisation
- Artist (To be supported with artist bio)
- Corporate Organisation / Individual

Business Registration Number (Organisation)

NRIC / Passport Number (Individual)

Contact Person

Email Address

Mobile Number

Office / Home Number

Fax Number

Event Title  English  Malay  Chinese  Tamil  Others: \_\_\_\_\_

Number of Guests

Profile of Organisation / Artist (*attach write up and past works if any*)

Description of Event / Synopsis (*attach write up and past works if any*)

Genre

- Theatre  Dance  Music
- Media Arts  Film  Visual Arts
- Literary Arts  Photography
- Others: \_\_\_\_\_

Type

- Performance  Exhibition  Rehearsal
- Meeting  Seminar / Workshop
- Others: \_\_\_\_\_

Venue(s)

Date(s)

Time

Setup / Event

Venue(s)	Date(s)	Time	Setup / Event
			<input type="checkbox"/> Setup / Teardown <input type="checkbox"/> Event
			<input type="checkbox"/> Setup / Teardown <input type="checkbox"/> Event
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			<input type="checkbox"/> Setup / Teardown <input type="checkbox"/> Event
			<input type="checkbox"/> Setup / Teardown <input type="checkbox"/> Event

Is this a ticketed event?

Yes  No

If yes, will tickets be sold? And on which ticketing platform?

Will you be engaging a caterer for your event?

*(Note that Arts House Limited has a list of recommended caterers)*

Yes  No

If yes, what type of setup will you require? *(eg. Buffet/served, standing cocktail, banquet etc.)*

Will any additional equipment be brought by external vendors?

*(eg. Sales booths, exhibition panels, props, stage, product showcase etc.)*

Special requirements

*(eg. Additional security, WIFI, AV equipment, sale of merchandise, temperature/humidity control etc.)*

Where did you hear about our venues?

*(eg. Recommendations, word of mouth, online etc.)*

Venue reservation terms and conditions

1. Bookings are subject to availability and on a first-come-first served basis. This application is a request for a tentative booking and not a commitment to the venues' availability. As the venue may no longer be available at the time of processing, enquirers are strongly encouraged not to advertise or commit to your event until payment for the first invoice has been made.
2. Tentative reservations can be held for two weeks and will be released if no confirmation is made. Requests for extension of a tentative reservation must be formally through email.
3. Arts House Limited reserves the right to refuse any applications and to cancel non-confirmed bookings at any time. Booking is only considered confirmed when the endorsed contract and payment is received.
4. Arts House Limited reserves the right to cancel the booking with no refund and compensation if the required licenses and permits are not received one month before the event.

I, the undersigned, verify that the above information is accurate and understand that this venue hire request form does not in any way constitute a booking agreement.

Signature

Date

Company Stamp