

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
205 206 209 210	18	N/A	N/A	8	24	100	180	120	200
101 102 201 203	25-35	15-18	16	16	32-48	150	250	180	250
202 207 208	45-50	20-24	20	24	58-68	180	300	200	280
103 204 211	70 - 88	32 - 38	38	45	90 - 100	240	380	280	340
Lecture Theatre	N/A				100	300	500	380	400
Computer Lab	20	N/A				280	450	350	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
1	24	16	15	16	32	230	390	260	320
2	20	30	16	32	60	280	500	330	360
3	18	15	9	12	24	200	330	220	280
4	30	24	21	20	36	260	420	280	350
LT	N/A				76	320	520	380	410
Executive Lounge	N/A					400	680	450	500

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\$
		Refreshment	S\$
Confirmed On		Lunch/Dinner	S\$
Confirmed By		Others	S\$
		Total	S\$