

ACADEMIA EDUCATION FACILITIES BOOKING FORM

Instructions :

- This form is only applicable for the booking of Academia Education Facilities (Levels B1, 1 and 2).
- Allow 3 working days to process the request. Once processed, this form will be returned to the requestor as proof of the booking.

SECTION A: APPLICANT'S PARTICULARS

Contact Person :	<input type="text"/>	Contact Number :	<input type="text"/>
Email Address :	<input type="text"/>	<i>(For SingHealth Institutions Only)</i>	
Organisation :	<input type="text"/>	Department :	<input type="text"/>
Billing Address :	<input type="text"/>	Cost Centre :	<input type="text"/>
		IO/Assignment Code :	<input type="text"/>

SECTION B: DETAILS OF BOOKING REQUEST

Event Title :	<input style="width: 100%;" type="text"/>				
Event Date :	<input type="text"/>	To	<input type="text"/>		
Event Time :	<input type="text"/>	To	<input type="text"/>		



Theatre



Cluster



Classroom



U-Shape
(w/o tables)



Boardroom

Rooms	No. of Pax	Event Date		Event Time		Seating Arrangement	For Official Use (Room Assignment)
		Start	End	Start	End		

Skills Labs	No. of Pax	Event Date		Event Time		No. of Stations	For Official Use (Room Assignment)
		Start	End	Start	End		

Services	Date	Event Time		Any Catering ?	yes
		Start	End		

For **Video Recording**, please complete the consent form
and email to : acadfrs@singhealth.com.sg

Items	Quantity	Additional Remarks :

SECTION C: DECLARATIONS

Guidelines and regulations on usage of Academia education facilities enclosed :

By submitting this form, I/we agree to comply with the guidelines and regulations, with the highlights below:

Clause 2.5 : **Cancellation Policy** : All cancellations must be communicated in writing via email to acadfrs@singhealth.com.sg.

Education Facilities	Less than 60 days	Less than 30 days	Less than 5 days	Event Day
Auditorium & PSL 1 Lab	50% Rental Rates			Full Rental Rates
Seminar, Tutorial Rooms & PSL 2 Lab, Function Room	No Penalty	50% Rental Rates		Full Rental Rates
Debrief Rooms	No Penalty		50% Rental Rates	Full Rental Rates

Clause 2.6 : **'No-show'**, organiser will be billed the full rental fee.

Clause 4.2 : Any spillage that stained the carpet, the organiser will be billed the full cleaning cost of **at least \$300**.

Clause 5.4 : Any facilities or equipment damaged during the event, organiser will be billed the direct cost of repair plus \$50 admin charges.