



Seminar Package 2022

Price List 2021

Full Day 9am – 5pm

\$65.00+ per person - 2 coffee breaks and 1 lunch

\$60.00+ per person - 1 coffee break and 1 lunch

\$55.00+ per person - 2 coffee breaks only

Half Day 9am – 1pm/ 1pm – 5pm

\$55.00+ per person - 1 coffee breaks & 1 lunch

\$45.00+ per person - 1 lunch only

\$35.00+ per person - 1 coffee break only



Package Inclusions

- * A Flipchart and a Whiteboard with Markers
- * LCD Projector with White Screen
- * Writing Paper with Pencil
- * A Microphone

Banquet Charges (Add on Services)

Services:

Photocopy	:	\$0.50+ per piece
Stationery	:	\$0.50+ per set (paper & pencil)
Flipchart	:	\$20.00+ each per day
White Board	:	\$20.00+ each per day
LCD Projector with Screen	:	\$150.00+ each per day
Microphone	:	\$30+ per piece
Speaker 1 Pair Only		:\$100+GST
TV Monitor	:	\$60+GST
Visualizer	:	\$80+GST
VCD/ DVD Player		:\$50+GST
Lapel Microphone:		\$50+GST
Rostrum Only	:	FOC
Screen Only	:	FOC
Cables	:	FOC
Technician for event	:	\$100+GST (4Hrs)



SAVOURIES

- Assorted Finger Sandwiches*
- Buffalo Chicken Drumlet (*)*
- Char Siew Pau (*)*
- Chicken Nugget*
- Chicken Wings with Honey*
- Fish Fingers*
- Fried Carrot Cake*
- Honey Prawn Dumpling (*)*
- Mini Lotus Pau*
- Mini Chicken Pie*
- Mini Chicken Sausage Rolls*
- Mini Curry Puffs*
- Mini Tau Sar Pau*
- Mini Vegetable Pizza*
- Prawn Paste Chicken Mid Wings*
- Quiche Lorraine*
- Soon Kueh (*)*
- Steamed Chicken Siew Mai (*)*
- Tuna and Ham Croissant*
- Vegetable Quiche*
- Vegetable Samosa*
- Vegetable Spring Roll*

- (*)** Minimum requirement of 30 persons
- 3 items per coffee break
 - Item subject to availability

SWEET

- Assorted Cookies*
- Assorted Mini Cakes*
- Assorted Mini Fruit Tartlets*
- Assorted Mini Muffins*
- Banana Cake*
- Banana Muffin*
- Blueberry Muffin*
- Brownies*
- Chocolate Cake*
- Chocolate Éclairs*
- Chocolate Muffin*
- Chocolate Swiss Roll*
- Chocolate Truffle Cake*
- Croissant, Plain and Filled*
- Mango Cake*
- Mini Cream Puffs*
- Oreo Cheese Cake*
- Pandan Rolls*
- Strawberry Light Cheese Cake*
- Tropical Fresh Fruit Platter*
- Tiramisu Cake (*)*
- Black Forest Cake (*)*

- (*)** Minimum requirement of 30 persons
- 3 items per coffee break
 - Item subject to availability



LOCAL BENTO SET A

(Min 10 sets)

Yang Chow Fried Rice

Black Pepper Chicken

Crispy Oatmeal Fish Fillet

Broccoli with Mushroom

Fresh Fruit Platter

LOCAL BENTO SET B

(Min 10 sets)

Sin Chow Bee Hoon

Prawn Paste Chicken

Sweet & Sour Fish

Four Season Vegetables

Fresh Fruit Platter

WESTERN BENTO SET

(Min 10 sets)

Spaghetti Aglio Olio

Fried Chicken Wings

Sautéed Fish Fillet with
Butter Lemon Sauce

Coleslaw with Raisin

Fresh Fruit Platter

VEGETARIAN BENTO SET

(Min 10 sets)

Steamed Rice

Thai Green Curry with
Mock Chicken

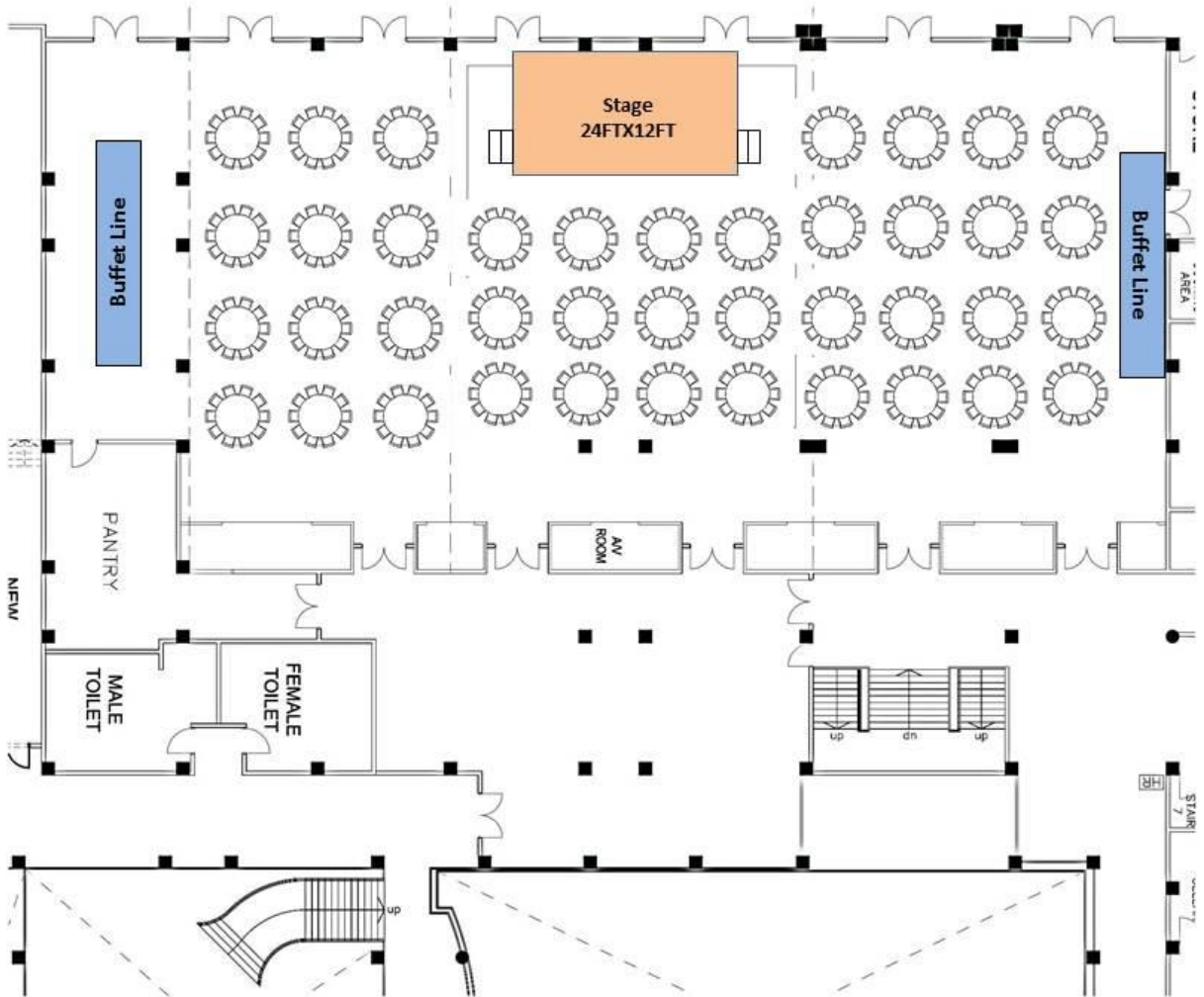
Sambal Mock Fish Fillet

Kailan with Oyster Sauce

Fresh Fruit Platter



The Grand Ballroom



Seating Capacity

Floor	Function Room	L		W		H		Sq. m	Sq. Ft	Sit-Down	Buffet	Sit-Down	Buffet	Standing	Classroom	Theatre	U-Shape	Board Rm	Hollow Sq.
		M	FT	M	FT	M	FT			Wedding	Wedding	D&D	D&D						
Level 2	MAIN BUILDING																		
	THE GRAND BALLROOM	18.2	59.7	42.2	138.5	4.0	13.1	768.0	8265.5	450	400	400	360	700	-	600	-	-	-
	FORT	18.2	59.7	15.0	49.2	4.0	13.1	273.0	2937.2	120	90	120	90	160	30	140	30	36	36
	MOUNTBATTEN	18.2	59.7	13.8	45.1	4.0	13.1	251.2	2693.1	120	90	120	90	240	40	240	30	40	40
	MEYER	18.2	59.7	13.4	44.0	4.0	13.1	243.9	2624.4	120	90	120	90	240	40	240	30	40	40
	FORT & MOUNTBATTEN	18.2	59.7	28.8	94.5	4.0	13.1	524.2	5641.7	240	200	240	200	420	72	380	-	-	-
	MOUNTBATTEN & MEYER	18.2	59.7	27.2	89.2	4.0	13.1	495.0	5325.2	240	200	240	200	420	80	480	-	-	-
	PRE-FUNCTION AREA	11.2	36.7	12.0	39.4	4.0	13.1	134.4	1446.0	-	-	-	-	150	-	-	-	-	-
Level 2	SPORTS CENTRE BUILDING																		
	SPORTS CONFERENCE ROOM	12.1	39.7	6.5	21.3	2.5	8.2	78.7	845.6	-	-	-	-	-	-	-	-	18	-

Stage size per piece: 8FT X 6FT

Round table size: 5FT round table for 10 person

Flooring:
 Fort Room: **Carpeted**
 Mountbatten Room: **Parquet**
 Meyer Room: **Carpeted**



Venue Rental Rates

FUNCTION ROOMS	WEEKDAYS (MONDAY - THURSDAY)						WEEKENDS (FRIDAY - SUNDAY, EVE and PH)						Additional Charges		
	Half Day 4hrs during the day before 5:00PM	Venue Rental Waived Subject to Minimum Spending	Full Day 8hrs during the day (9:00AM-5:00PM)	Venue Rental Waived Subject to Minimum Spending	Evening 4hrs 7:00PM-11:00PM	Venue Rental Waived Subject to Minimum Spending	Half Day 4hrs during the day before 5:00PM	Venue Rental Waived Subject to Minimum Spending	Full Day 8hrs during the day (9:00AM-5:00PM)	Venue Rental Waived Subject to Minimum Spending	Evening 4hrs 7:00PM-11:00PM	Venue Rental Waived Subject to Minimum Spending	Extension Charges per Hour before 11PM	Extension Charges per Hour AFTER 11PM	24hrs hold (Weekends)
The Grand Ballroom	\$1,700.00	\$4,500.00	\$3,000.00	\$9,000.00	\$2,500.00	\$8,500.00	\$2,500.00	\$6,000.00	\$4,500.00	\$14,000.00	\$5,000.00	\$14,000.00	\$300.00	\$400.00	\$8,000.00
Meyer	\$700.00	\$1,800.00	\$1,200.00	\$3,500.00	\$1,000.00	\$3,000.00	\$800.00	\$2,300.00	\$1,700.00	\$5,000.00	\$2,000.00	\$5,000.00	\$200.00	\$300.00	\$3,000.00
Mountbatten	\$700.00	\$1,800.00	\$1,200.00	\$3,500.00	\$1,000.00	\$3,000.00	\$800.00	\$2,300.00	\$1,700.00	\$5,000.00	\$2,000.00	\$5,000.00	\$200.00	\$300.00	\$3,000.00
Fort	\$500.00	\$1,500.00	\$1,000.00	\$3,000.00	\$800.00	\$2,800.00	\$700.00	\$2,000.00	\$1,500.00	\$4,500.00	\$1,600.00	\$4,500.00	\$200.00	\$300.00	\$2,500.00
Fort & Mountbatten + Foyer	\$1,300.00	\$3,300.00	\$2,000.00	\$6,000.00	\$1,700.00	\$5,500.00	\$1,700.00	\$4,000.00	\$3,000.00	\$9,000.00	\$3,400.00	\$9,000.00	\$250.00	\$350.00	\$6,000.00
Mountbatten & Meyer	\$1,300.00	\$3,300.00	\$2,000.00	\$6,000.00	\$1,700.00	\$5,500.00	\$1,700.00	\$4,000.00	\$3,000.00	\$9,000.00	\$3,400.00	\$9,000.00	\$250.00	\$350.00	\$6,000.00
Emerald Court	\$500.00	\$1,500.00	\$1,000.00	\$2,000.00	\$800.00	\$2,000.00	\$700.00	\$2,000.00	\$1,500.00	\$3,000.00	\$1,600.00	\$3,000.00	\$200.00	\$300.00	\$2,500.00
Sports Conference Room	100/hr	\$400.00	-	\$600.00	-	\$350.00	-	\$350.00	-	\$600.00	-	\$350.00	\$100.00	\$200.00	\$1,200.00

Venue Rental Package is inclusive of:

- > Use of function room based on your seating requirement (minimum spending applies)
- > Stage Set-up
- > Basic PA Sound System
- > Complimentary usage of existing LCD projector & screen

Add On Service Charges:

- > Sound Technician on-site for 4 hours: \$S100+GST/ Staff
- > Smoke Machine: \$S150+GST
- > Artificial Wedding Arch: \$S100+GST
- > Wedding Dummy Cake: \$S100+GST
- > Three-Tier Champagne Fountain Set-up: \$S50+GST
- > Bridal Changing / Holding Room: \$S100+GST

