

Singapore Manufacturing Federation RENTAL OF FACILITIES

Name:	
Contact Number:	
Email Address:	
Event Title:	
Event Date:	
Event Start Time:	
Event End Time:	
Number of Participants:	
Room Layout:	() U-Shape
(Please Tick)	() Conference/Boardroom
	() Classroom
	() Others – please specify:

Other Requirements:	

Terms & Conditions	
<ol style="list-style-type: none"> 1. All rates subject to Prevailing GST. 2. Rooms are available only from 9am onwards. 3. Extension is chargeable at block of 1 hour. 4. Price quoted includes LCD Projector & Screen, Whiteboard and Markers. 5. Deposit of the full rental rate of \$100, whenever is lower, is applicable upon confirmation of booking. Full payment must be made before use. 6. Flipchart stand with paper is available at \$10 per unit. 7. Organizer to order their own food and ensure the caterer cleared all items before leaving the venue. 8. Once this form is signed, one-time cancellation is allowed with minimum 14days written notice before the actual event date. Deposit fee will be forfeited after this date. 	
_____	_____
Authorised Signature	Date
Please fill up the form and send it to conference@smfederation.org.sg	