

HIRE REQUEST FORM
(Function Rooms & Visitors Centre)**Part A: Hirer's Particulars**

Name of Company/Organisation:

Address:

Tel:

Hp:

Email:

Contact Person:

Designation:

Part B: Event Details

Title of Event:

Nature of Event: (Please) Conference / Meeting Lecture / Masterclass Reception Ceremony Exhibition Others**Part C: Facilities Required (Please where applicable)** Function Room 1 (Area: 67 m²) Drama Centre Foyer @ Level 3 (Area: 185m²) Function Room 2 (Area: 83 m²) VIP Lounge (Area: 46 m²) Function Room 3 (Area: 168 m²) Visitors Centre @ Level 5 (Area: 220 m²)

Date	Booking Time (include set-up / tear down)	Event Time	
	Min. 4 hour booking	Start	End

I, the undersigned, verify that the above information is accurate and I understand that this hire request form does not in any way constitute a booking agreement and the date(s) requested will be subject to availability.

Signature_____
Company Stamp_____
Date

Kindly return the completed form to: enquiries.dc@artshouse.sg
Drama Centre has the discretion to retain all materials, papers and images submitted and are not liable for any unsolicited proposal and material.
We will respond to your request as soon as possible. If you are working with specific deadlines, please let us know.