

Annex A
CSC TRAINING FACILITIES RENTAL DETAILS

Type of Rooms	Studios (Level 3) π	Other Studios (Level 2, 4 and 5)	Arena 4.1, 5.1 – Standard # (Level 4 & 5)	Arena 1.1 + (Level 1)	Green Room (Level 2)	Pods (Level 5)	Auditorium (Level 1)
No. of Rooms	8	14	2	1	1	6	1
4-hour Block (<i>minimum</i>)	\$375	\$375	\$750		\$375	\$100	\$1,595
8-hour Block	\$600	\$600	\$1,200		\$600	\$150	\$2,550
Useable Area (m ²) / Shape	72 m ² Rectangular	98m ² Rectangular	120m ² Rectangular	120m ² Rectangular	48m ² -	24m ² Rectangular	504m ² Fan-Shape
Theatre (no of participants)	40	50	110	120 (F) 100 (S)	-	-	343
Classroom (no of participants)	40	40	80	80 (F) 60 (S)	-	-	-
Cluster (6pax/cluster) (Fan Shape Tables) (no of participants)	30	30	60	50 (F) 30 (S)			-
Cluster (6pax/cluster) (Rectangular Tables) (no of participants)	-	30	64	50 (F) 30 (S)	-	10	-
U-Shape (no of participants)	20	20	40	40 (F) 24 (S)	-	-	-
Exam (no of participants)	20	20	40	40 (F) 30 (S)	-	-	-
Rostrum	-	-	-	1	-	-	1
Trainer's Laptop	1	1	1	1	-	-	1
Projector and Screen	-	1	1	3	-	-	1
Flipchart Stand (c/w Papers)	-	6	6	6	1	-	1
86" Interactive Digital Panel (IDP) (for Trainer)	1	-	-	-	-	-	-
55" Interactive Digital Panel (IDP) (for Participants)	4	-	-	-	-	-	-
Pan Tilt Zoom Camera	1	-	-	-	-	-	-
USB Extender	1	-	-	-	-	-	-
Clip-on Mic ≤	1	1	1	1	-	-	1
Rostrum Mic	-	-	-	-	-	-	1
Wireless Handheld Mic	2	1	1	1	-	-	1

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Type of Rooms	Studios (Level 3) π	Other Studios (Level 2, 4 and 5)	Arena 4.1, 5.1 – Standard # (Level 4 & 5)	Arena 1.1 + (Level 1)	Green Room (Level 2)	Pods (Level 5)	Auditorium (Level 1)
Aisle Mic	-	-	-	-	-	-	4
Premium Handy Camera with camera stand	-	-	-	-	1	-	-
Atem Mini Pro (BlackMagic)	-	-	-	-	1	-	-
TV Monitor	-	-	-	-	1	-	-
21" inch Monitor	-	-	-	-	1	-	-
Mixer	-	-	-	-	1	-	-

DETAILS OF ADDITIONAL CHARGES

AV Technician Standby Rates – COMPULSORY for Auditorium Bookings by External Clients

AV standby and IT set-up rates:

		4hrs	8hrs	Additional Rate Per Hr
Weekdays	AM, PM or Full day	\$500	\$1,000	\$150

Additional Furniture and AV/ IT Equipment - available upon request, however subject to availability

Furniture: Table, Chair, Flipchart stand with paper (except for Level 3) and CSC Rostrum.

AV / IT Equipment: LCD Projector (Portable) (for Auditorium only), Projector Screen (Portable), Laser Pointer/ Wireless Presenter, Wireless/Clip-on Microphone, Lighting Stand and Aisle Microphone

Booking Time Block:

4-hour Block	8-hour Block
9.00am to 1.00pm (AM) 2.00pm to 6.00pm (PM)	9.00am to 6.00pm (AM & PM)

- Time for turn-over of room setup for 4-hour Block: 1.00pm to 2.00pm.
- The subsequent 4-hour block rate shall be chargeable for usage beyond the initial booked slot.

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NOTES

1. Merged Rooms:

- (i) # Two (2) Studios that can be merged into one (1) Arena:

Studios that can be merged to into one (1) Arena:			
Studio 2.1 & Studio 2.2	Studio 5.2 & Studio 5.3	Studio 4.2 & Studio 4.3	Studio 4.4 & Studio 4.5

- (ii) ^π Level 3 Studios Permutations:

Single Room:							
Studio 3.1	Studio 3.2	Studio 3.3	Studio 3.4	Studio 3.5	Studio 3.6	Studio 3.7	Studio 3.8
Double Rooms:							
Studio 3.1, Studio 3.2	Studio 3.2, Studio 3.3	Studio 3.3, Studio 3.4	Studio 3.4, Studio 3.5	Studio 3.5, Studio 3.6	Studio 3.7, Studio 3.8		
Triple Rooms:							
Studio 3.1, Studio 3.2, Studio 3.3		Studio 3.2, Studio 3.3, Studio 3.4		Studio 3.3, Studio 3.4, Studio 3.5		Studio 3.4, Studio 3.5, Studio 3.6	
Six Rooms:							
Studio 3.1 to Studio 3.6							

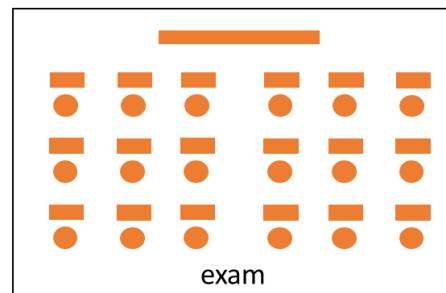
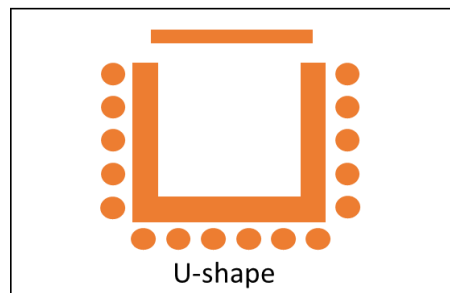
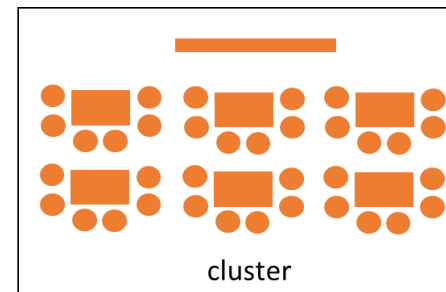
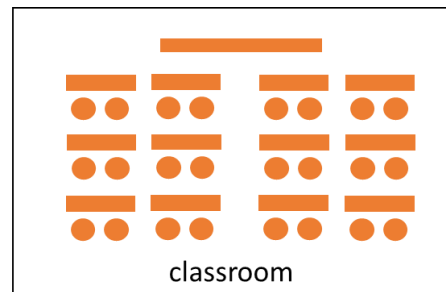
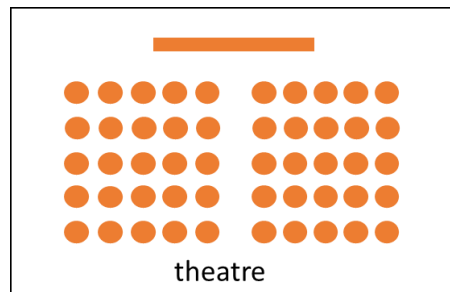
- (iii) Charges applies accordingly based on the number of single room(s) booked.

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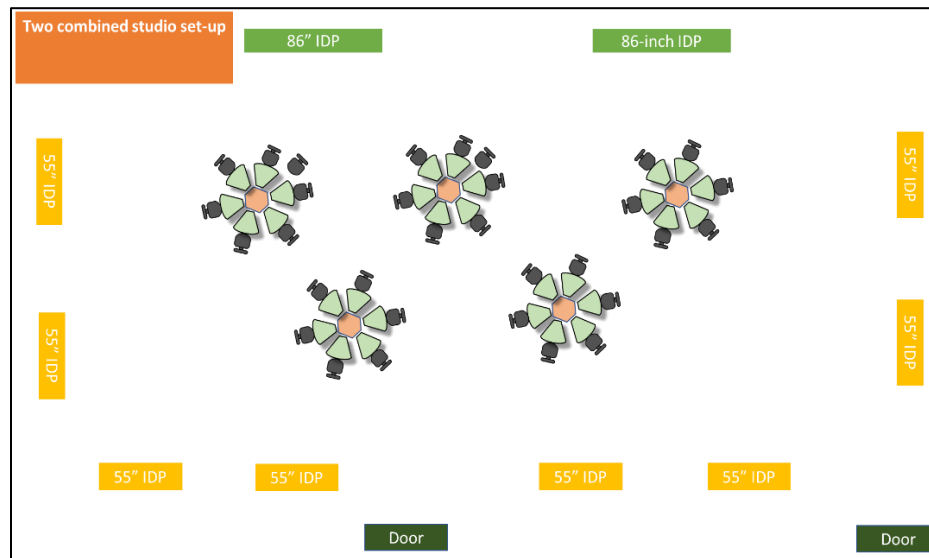
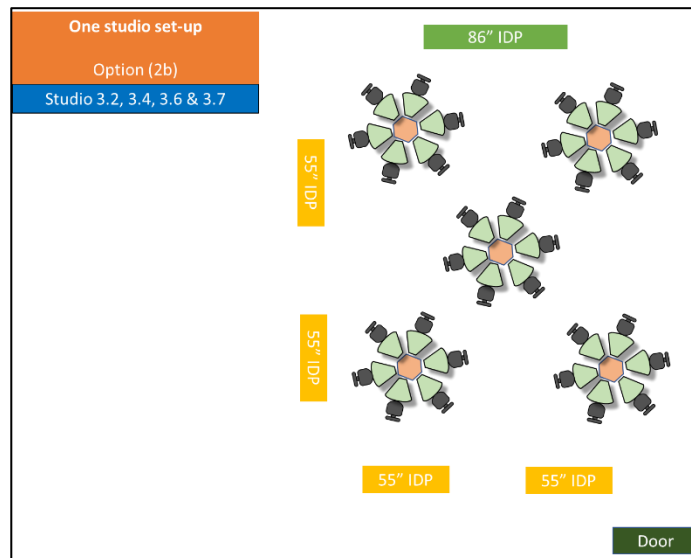
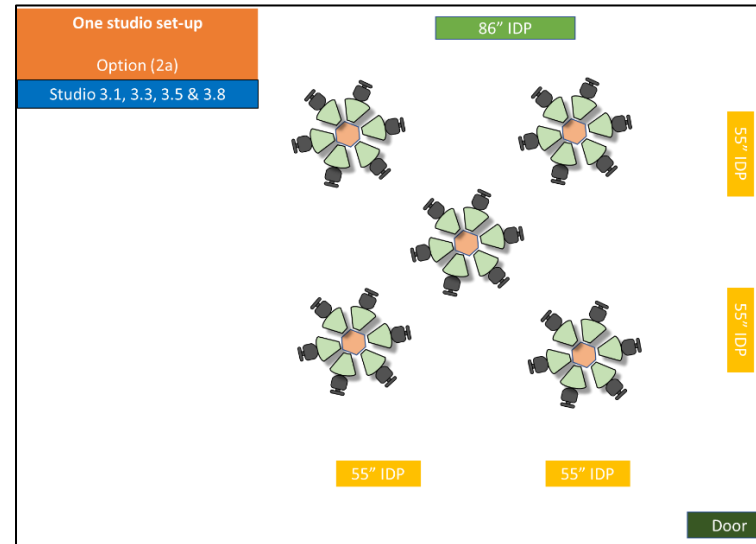
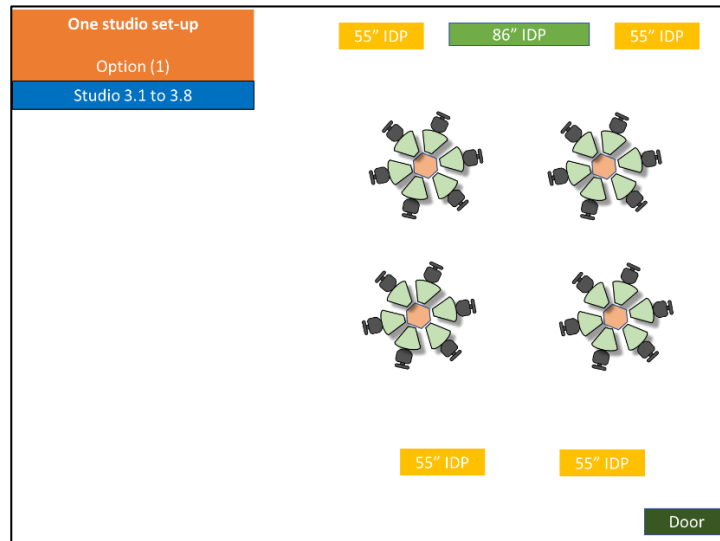
2. ^ (I) denotes the room capacity as **Individual** room
(C) denotes the room capacity as **Combined** rooms
3. + (F) denotes **Front** setting with one projector screen
(S) denotes **Side** setting with two projector screens
4. *Not applicable for external client booking.
5. Default stationery provided in all booked rooms (except for Auditorium, Green Room & Atrium): pen, writing pad, whiteboard duster, whiteboard markers, paper masking tapes & name tents. For auditorium & Green Room, stationery shall be provided upon request only.
6. The atrium space outside auditorium at Level 1 comes as FOC with the rental for auditorium. Only two (2) registration tables and four (4) chairs are provided. Round tables are not provided.
7. For Level 3 Studios,
 - NO flip-chart stand and flip-chart paper shall be provided. To use the Interactive Display Panel (IDP) only.
 - Fan shaped tables are deployed as default arrangement.
8. . To preserve wall surfaces, use only Blu-Tack or paper masking tape. Pins are not permitted in any rooms' wall.
9. For External Clients ONLY:
 - No rental on Evenings (daily), Weekends and Public Holidays.
 - Catering and Set-up:
 - CSC does not provide refreshments or lunch and cannot recommend caterers. Clients may arrange their own catering.
 - Buffets may only be set up in designated areas. CSC will inform clients of the exact location upon booking confirmation.
 - Lunch seating is available in the Level 3 atrium. These seats are open to all and cannot be reserved.

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ROOMS - SET-UP CONFIGURATIONS



LEVEL 3 STUDIOS - SET-UP CONFIGURATIONS



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ROOMS - PHOTOS

Studio (Level 3)



Studio (Level 2 and 4)



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Arena (Level 4 & 5)



Arena (Level 1)



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Pod (Level 5)



Auditorium



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