

Rental of Meeting Rooms at Chinatown Point

1. Booking of Rooms

Members of FRCS may rent meeting rooms at Chinatown Point strictly for Rotary matters. Advance bookings can be made using the prescribed form, available on <http://rotarysingaporefoundation.org>.

2. Rental

The room rental is \$0.00 for the first 2 hours, after which it is \$100.00 + 7% GST for every 2 hours. No cash payment. Only crossed cheque and internet banking payment accepted.

3. Some Conditions of Use

3.1 Catering is not permitted along the corridor and in some meeting rooms.

3.2 The renter is responsible for:

- Room set-up and returning furniture and equipment to their original places.
- Proper use of equipment, including the cost of repair and/or replacement, if necessary.
- Cleanliness of the room, including the cost of professional cleaners, if necessary.

3.3 Signposting on the outside of the door of the meeting room is permitted:

- Name of Meeting
- Name of Rotary Club
- Date & Time of Meeting

3.4 Airconditioner and lights are to be switched off and the meeting room door locked after use.

3.5 Projector remote control, cables, access code and key can be collected from FRCS office during office hours, before the start of the meeting. Instructions on returning these items will be given at time of collection.

4. Rooms Available

	Type of Room	Capacity	Is Catering Allowed?
i	FRCS Meeting Room	30 persons	No
ii	Multipurpose Room (MPR)	50 persons	Yes
iii	Training Room 1 (TR1)	30 persons	Yes
iv	Training Room 2 (TR2)	20 persons	Yes
v	Counselling Room 1 (CR1)	12 persons	No
vi	Counselling Room 2 (CR2)	8 persons	No
vii	Counselling Room 3 (CR3)	10 persons	No

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Part A – Room Booking Form

Facility	FRCS Conference Room	Multi-purpose Room	Training Room	Counselling Room
Date and Time Room Required (include time for preparation and clearing up)				
Name/ Purpose of Meeting				
No. of Attendees – Rotarians Others (Specify)				
Food (Yes/No)	n/a			
Projector and Cable Required (Yes/No)	n/a			
Authorised person to collect key/access code (9am-6pm Mon-Fri except PH)	n/a			
Authorised person to return key to FRCS staff upon completion or by 9am of next working day	n/a			

Person Making the Booking: _____ Contact Mobile No : _____

Name of Rotary Club: _____ Date Booking Made: _____

Part B – To be completed and signed by user and returned to FRCS office

Number of Hours Used: _____

Name of User: _____ Signature : _____

Correct at 1st Sept 2016