

UNIVERSITY CULTURAL CENTRE ATRIUM



The Atrium is a multi-purpose space, ideal for a variety of events such as screenings, exhibitions, and seated dinners. Floor-to-ceiling glass panels allow daylight into the space and look out onto a small, enclosed courtyard.

Opening out onto the main foyer, the Atrium may be hired either as an extension of the foyer space or independently, for smaller private gatherings or functions.



- An empty customizable space of 314m²
- Able to accommodate 120 persons in banquet setting
- Able to accommodate 200 standing persons

Rental Rates

HIRE FOR BUMP IN & OUT/SETUP/REHEARSAL/*HOLDING/EVENT

Charges indicated are **per 4-hour block**. Any **extension** will be **pro-rated on half-hourly basis**.

Rates linked to hire of Hall or Theatre**	Others
S\$480	S\$800

***Holding**: Rental applies from 9am until 10pm whenever setup is in place.

Subject to booking of the Hall or Theatre for the minimum of one **Set-Up / Rehearsal block and one Event block

Rental includes:

- Air-conditioning

Rental excludes:

- Dressing rooms;
- Specialised equipment and any other extra equipment; electricity charges (meter starts from the time of bump-in and will end when the venue has been reset to default)
- Transport charges for manpower at S\$40 per trip per person when staff commences or completes work between 11pm and 7.59am, and any event-related trips between 8am and 11pm
- Technical manpower charges as follows:

	All days except Public Holidays		Public Holidays
Working Hours	8am–12am	12am–8am	Whole Day
Technical Crew (per hr/person, min. 4hrs call time)	S\$27	S\$42	S\$42

- Crew to be given 1-hr break for every 4 hrs of work; hirers will not be charged for breaks
- Depending on production requirements and with NUS University Campus Infrastructure's approval, a shorter 30-min meal break may be allowed at the cost of S\$27 per person
- Cancellation charges for crew:
 - 50% of total technical crew charges if written notice is given 4 - 7 working days before first bump-in date
 - 100% of total technical crew charges if written notice is given less than 4 working days before first bump-in date

Other Charges:

- One-time package rate of S\$1,600 cleaning services when hirer books Ho Bee Auditorium, Theatre, Atrium, and both foyers or as and when NUS University Campus Infrastructure deems necessary.
- Additional manpower as and when required, chargeable as follows:

Minimum 3-hrs call time	Charges per hour per person
Usher	S\$18
Housekeeping	S\$18
Operation Services	S\$40
Fire Safety Officer	S\$75

All rates are subject to prevailing taxes. NUS reserves the right to amend the above rental rates without prior notice.