

Shaw Foundation Alumni House

Venue kit

SHAW FOUNDATION
ALUMNI HOUSE



SPACES

MULTI PURPOSE

- Auditorium

VIP HOLDING

- Thyme

OPEN SPACE

- Concourse
- Waterway
- Benefactors' Foyer

SEMINAR ROOM

- Sage
- Saffron
- Coriander
- Basil
- Pandan
- Sesame
- Lavender
- Clove
- Lemongrass

BOARDROOM

- Cardamom

MEETING ROOM

- Parsley
- Paprika



Special Discounts

80%

**Alumni Groups /
Student Groups**

50%

**Alumni /
Student**

45%

**NUS Department /
NUS Staff**

Amenities & Services

- **Pantry at Level 2**
- **Water dispenser**
- **Baby diaper changing station**
- **Wi-Fi**
- **Prayer Room**
- **Nursing Room**

Bookings

Venue Operating Hours

Mon - Sat : 8am to 10pm

Venue Booking Website

www.nus.edu.sg/alumnet/alumnihouse/venue

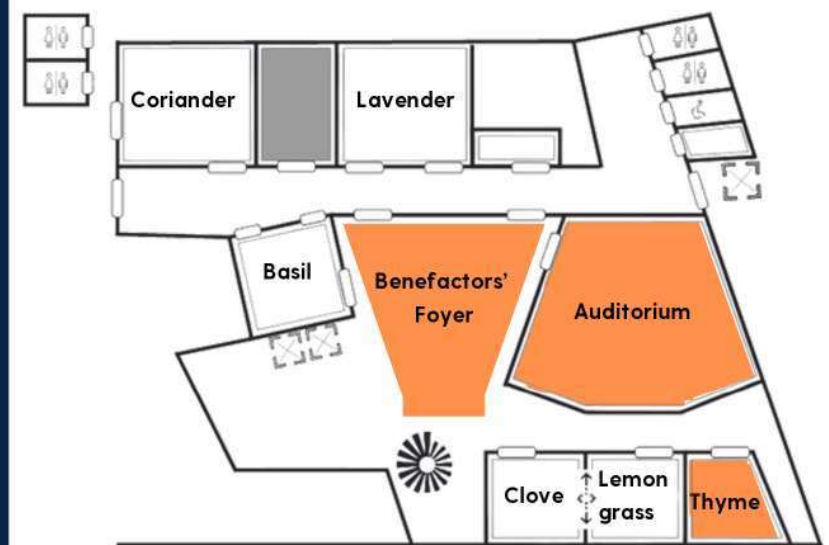
Enquiries Email

sfahvenue@nus.edu.sg

Auditorium | Level 2



Level 2 - Floorplan



CAPACITY :

- 298 pax Theatre seating

FLOOR AREA

- 505 m²

COMPLIMENTARY :

- 1 x AV Technician
- Benefactors' Foyer
- Thyme Room

EQUIPMENT :

- Laser DLP Projector (10,000 Lumens)
- Sound System
- Rostrum with gooseneck mic
- 2 x Wireless Handheld microphone

- 2 x Registration table & 4 x chair
- 4 x Cocktail table

RATES :

4-hour : \$ 1280

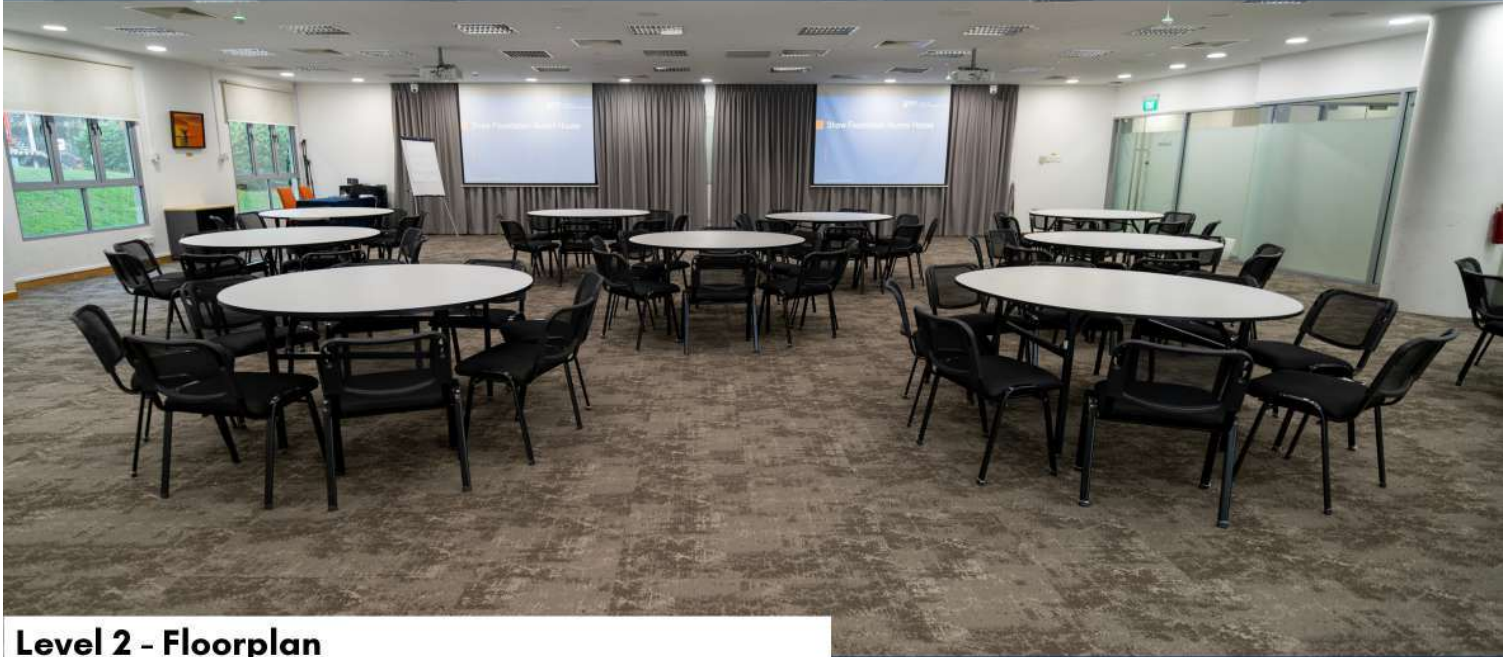
8-hour : \$ 2480

Subsequent hour : \$ 380

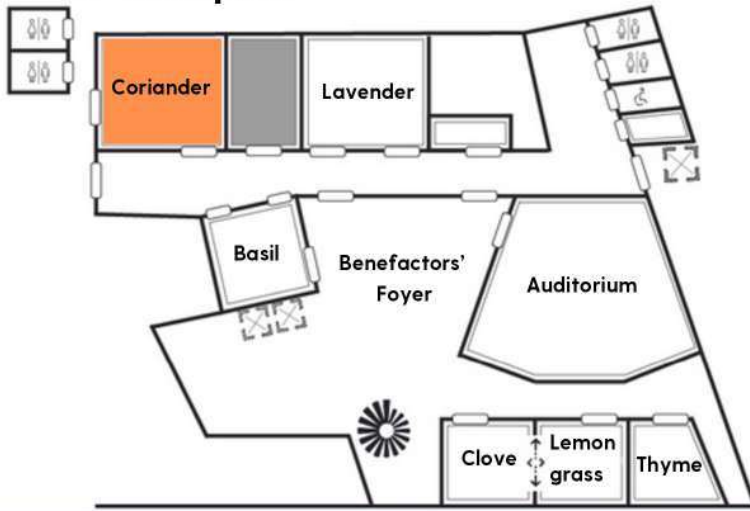
**min. 4-hour*



Coriander | Level 2



Level 2 - Floorplan



FLOOR AREA

- 225 m²

STANDARD SETUP :

- 88 pax Cluster style
- Registration table & 2 x Chair
- Presenter table & 2 x Chair

EQUIPMENT :

- 2 x Projector (5000 Lumens)
- 2 x Projection Screen (2m x 2m)
- 1 x Wireless Handheld microphone
- 1 x Flipchart with papers and markers

RATES :

4-hour : \$ 390

8-hour : \$ 700

Subsequent hour : \$ 130

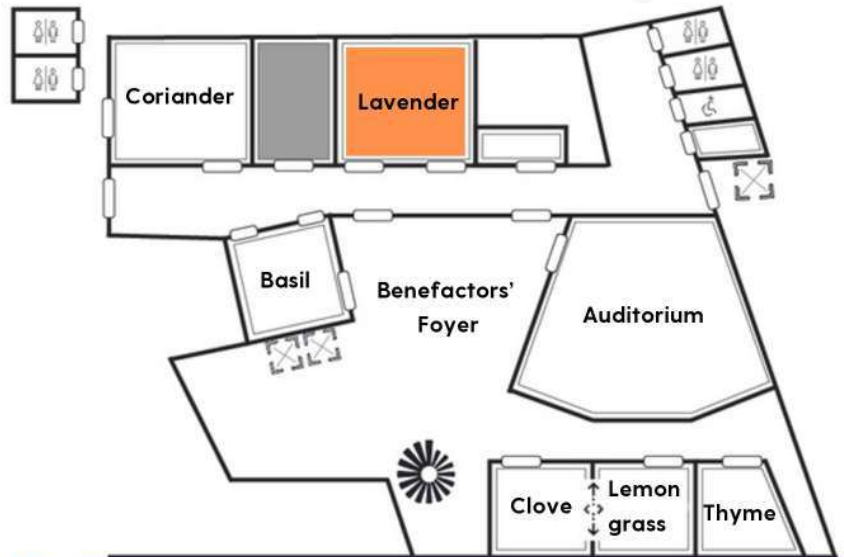
**min. 4-hour*



Lavender | Level 2



Level 2 - Floorplan



FLOOR AREA

- 184 m²

STANDARD SETUP :

- 70 pax Cluster style
- Registration table & 2 x Chair
- Presenter table & 2 x Chair

EQUIPMENT :

- 1 x Projector (5000 Lumens)
- 1 x Projection Screen (2m x 2m)
- 1 x Wireless Handheld microphone
- 1 x Flipchart with papers and markers

RATES :

4-hour : \$ 390

8-hour : \$ 700

Subsequent hour : \$ 130

*min. 4-hour



Basil | Level 2



EQUIPMENT :

- 1 x Projector (5000 Lumens)
- 1 x Projection Screen (2m x 2m)
- 1 x Wireless Handheld microphone
- 1 x Flipchart with papers and markers

FLOOR AREA

- 95 m²

STANDARD SETUP :

- 30 pax Cluster style
- Registration table & 2 x Chair
- Presenter table & 2 x Chair

RATES :

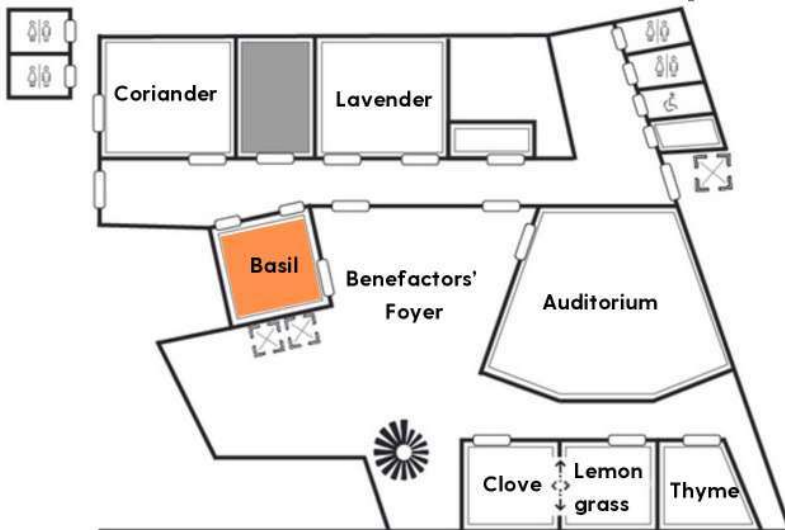
4-hour : \$ 320

8-hour : \$ 500

Subsequent hour : \$ 100

*min. 4-hour

Level 2 - Floorplan



Clove | Level 2



FLOOR AREA

- 95 m²

STANDARD SETUP :

- 40 pax Theatre style
- Registration table & 2 x Chair
- Presenter table & 2 x Chair

EQUIPMENT :

- 1 x Projector (5000 Lumens)
- 1 x Projection Screen (2m x 2m)
- 1 x Wireless Handheld microphone
- 1 x Flipchart with papers and markers

RATES :

4-hour : \$ 240

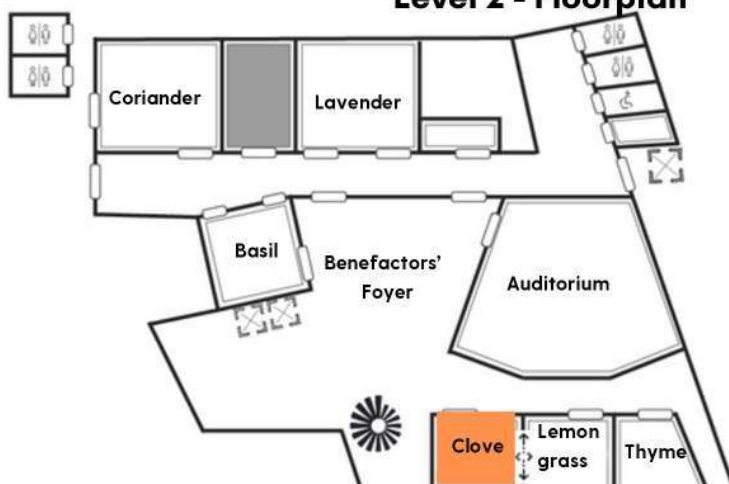
8-hour : \$ 440

Subsequent hour : \$ 80

**min. 4-hour*



Level 2 - Floorplan



Lemongrass | Level 2



RATES :

4-hour : \$ 240

8-hour : \$ 440

Subsequent hour : \$ 80

**min. 4-hour*

FLOOR AREA

- 55m²

STANDARD SETUP :

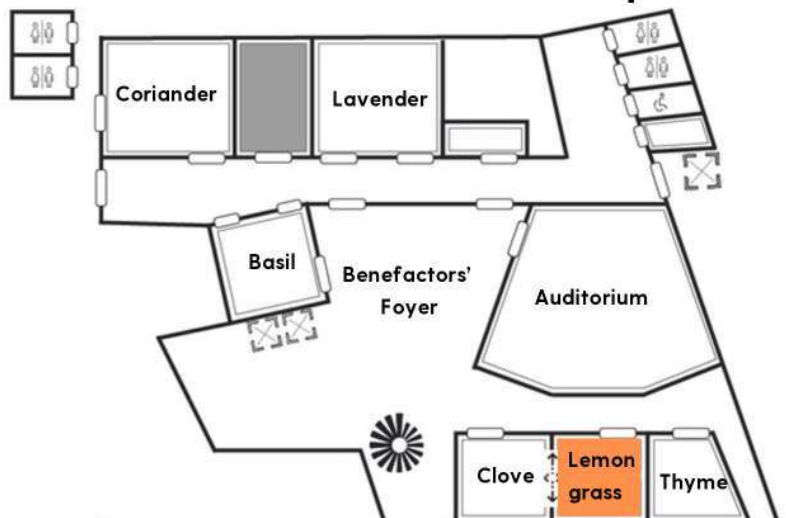
- 40 pax Theatre style
- Registration table & 2 x Chair
- Presenter table & 2 x Chair

EQUIPMENT :

- 1 x Projector (5000 Lumens)
- 1 x Projection Screen (2m x 2m)
- 1 x Wireless Handheld microphone
- 1 x Flipchart with papers and markers



Level 2 - Floorplan



Thyme | Level 2



FLOOR AREA

- 46m²

STANDARD SETUP :

- 5 x Single seater sofa
- 5 x Coffee table

RATES :

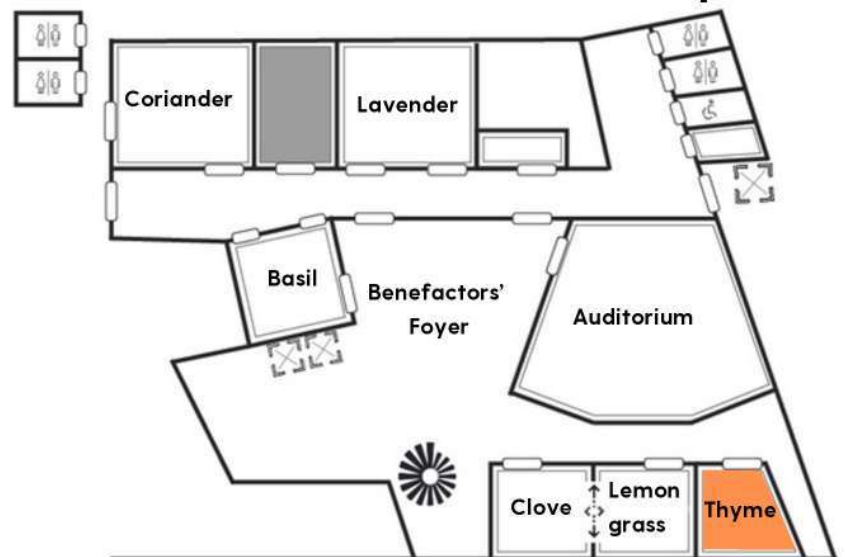
4-hour : \$ 180

8-hour : \$ 360

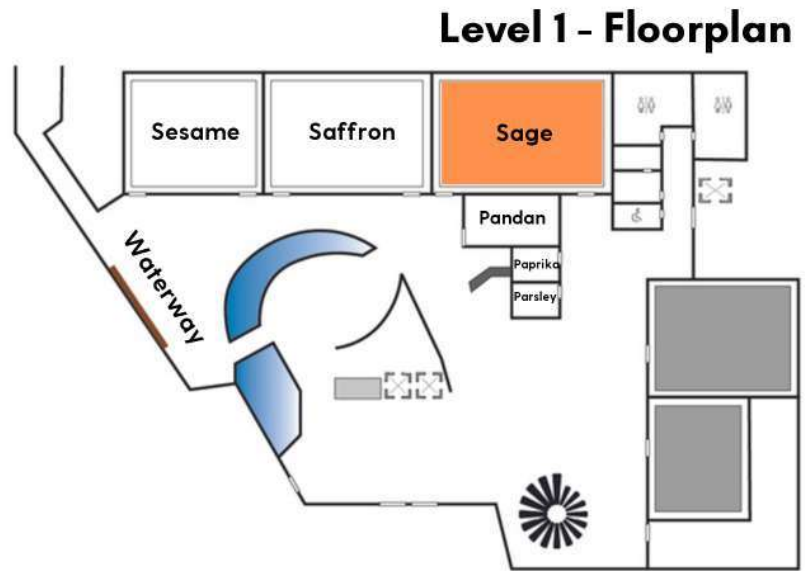
Subsequent hour : \$ 50

*min. 4-hour

Level 2 - Floorplan



Sage | Level 1



FLOOR AREA

- 142 m²

STANDARD SETUP :

- 60 pax Cluster style
- Registration table & 2 x Chair
- Presenter table & 2 x Chair

EQUIPMENT :

- 1 x Projector (5000 Lumens)
- 1 x Projection Screen (2m x 2m)
- 1 x Wireless Handheld microphone
- 1 x Flipchart with papers and markers

RATES :

4-hour : \$ 390

8-hour : \$ 700

Subsequent hour : \$ 130

**min. 4-hour*



Saffron | Level 1



FLOOR AREA

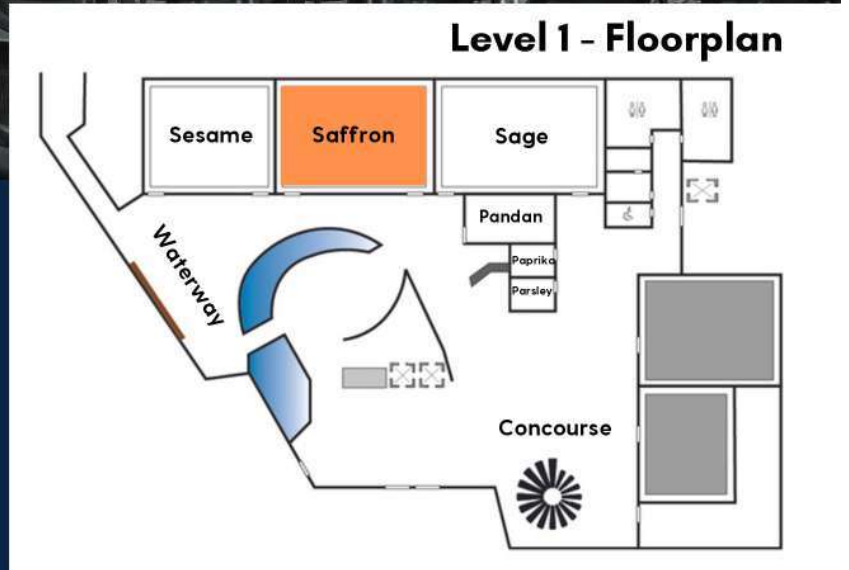
- 160 m²

STANDARD SETUP :

- 100 pax Theatre style
- Registration table & 2 x Chair
- Presenter table & 2 x Chair

EQUIPMENT :

- 2 x Projector (5000 Lumens)
- 2 x Projection Screen (2m x 2m)
- 1 x Wireless Handheld microphone
- 1 x Flipchart with papers and markers



RATES :

4-hour : \$ 390

8-hour : \$ 700

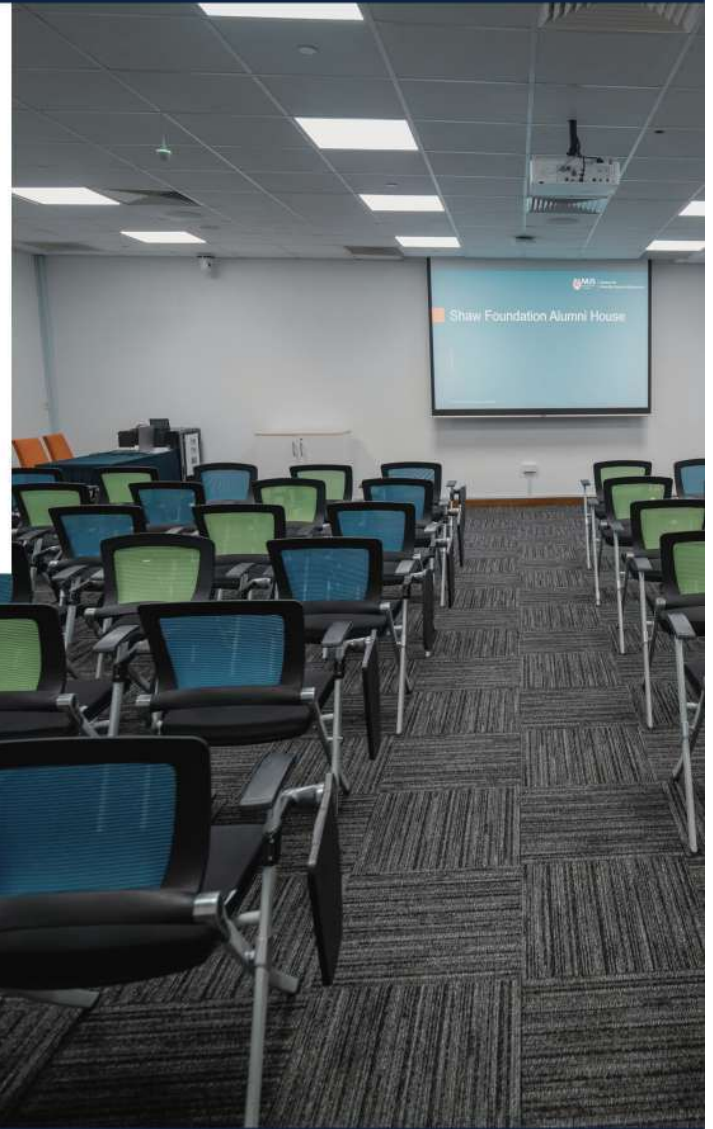
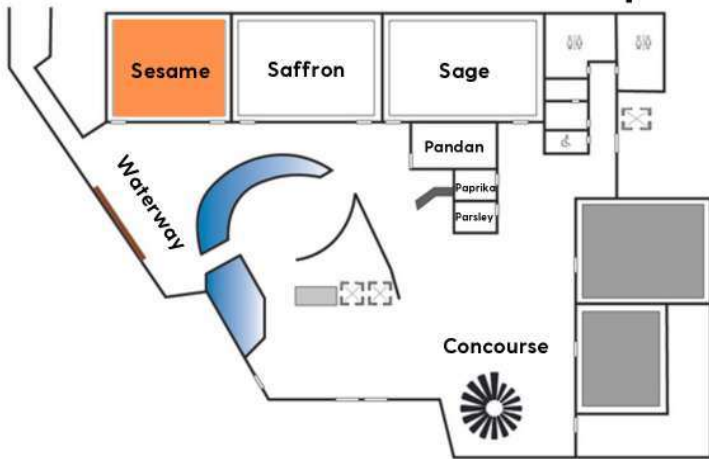
Subsequent hour : \$ 130

**min. 4-hour*



Sesame | Level 1

Level 1 - Floorplan



FLOOR AREA

- 105 m²

STANDARD SETUP :

- 60 pax Theatre style
- Registration table & 2 x Chair
- Presenter table & 2 x Chair

EQUIPMENT :

- 1 x Projector (5000 Lumens)
- 1 x Projection Screen (2m x 2m)
- 1 x Wireless Handheld microphone
- 1 x Flipchart with papers and markers

RATES :

4-hour : \$ 390

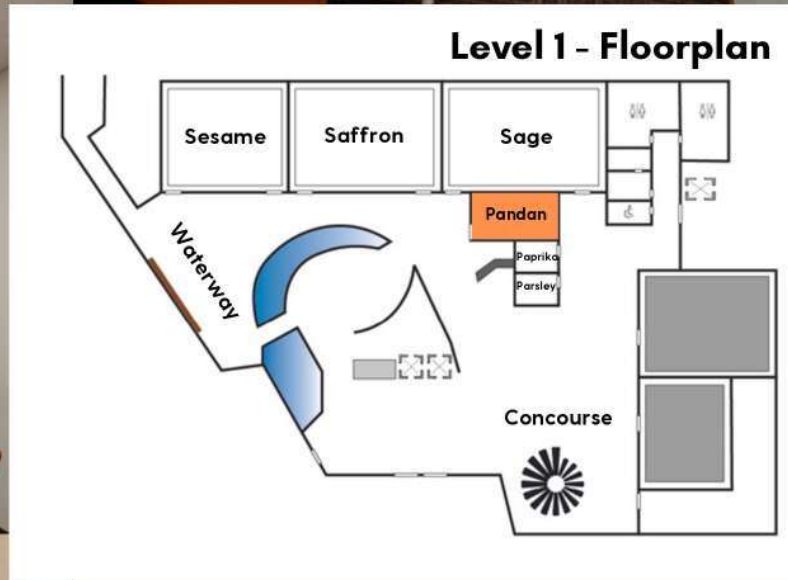
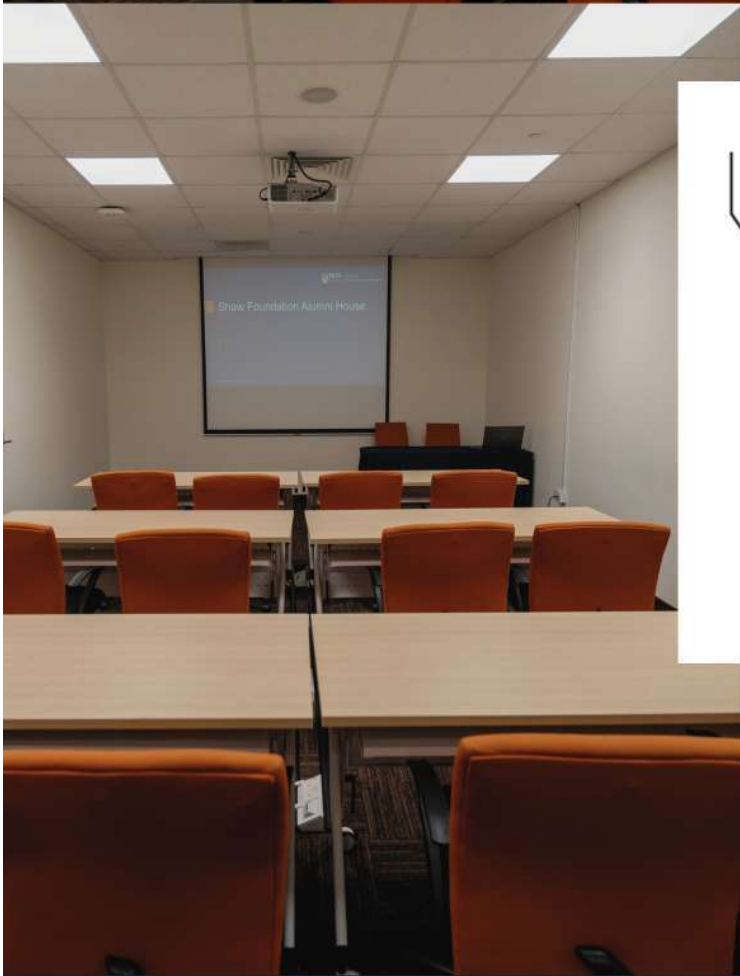
8-hour : \$ 700

Subsequent hour : \$ 130

* min. 4-hour



Pandan | Level 1



STANDARD SETUP :

- 12 pax Classroom style
- Presenter table

EQUIPMENT :

- 1 x Projector (5000 Lumens)
- 1 x Projection Screen (2m x 2m)

RATES :

4-hour : \$ 180

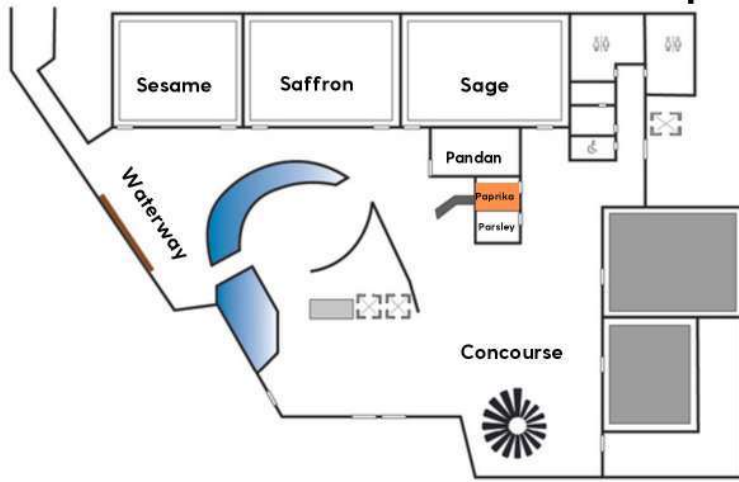
Subsequent hour : \$ 50

**min. 4-hour*

Paprika | Level 1



Level 1 - Floorplan



RATES :

2-hour : \$ 80

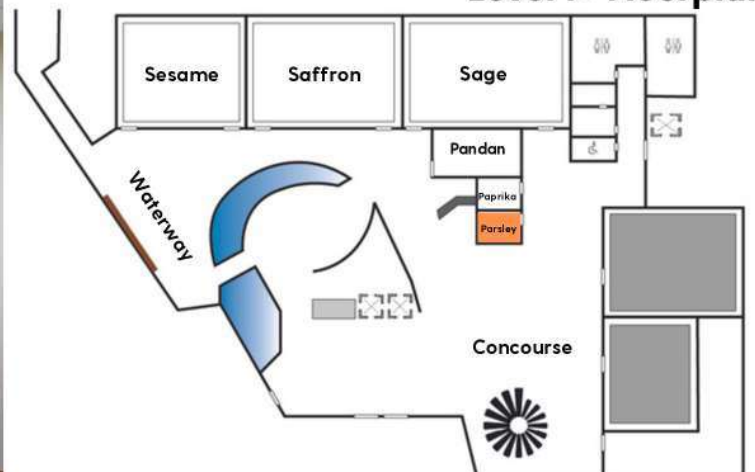
Subsequent hour : \$40

*min. 2-hour

Parsley | Level 1



Level 1 - Floorplan



RATES :

2-hour : \$ 80

Subsequent hour : \$40

*min. 2-hour

Cardamom | Level 3



SETUP :

- 18 pax Boardroom

EQUIPMENT :

- 1 x Projector (5000 Lumens)
- 1 x Projection Screen (2m x 2m)

RATES :

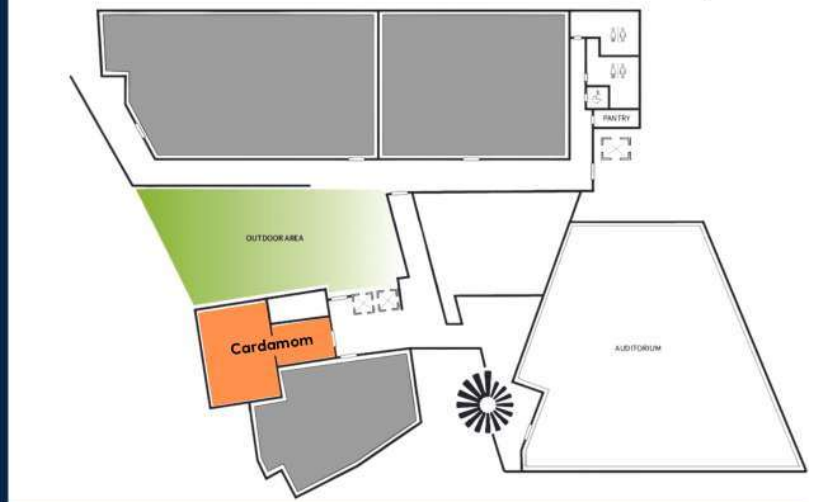
4-hour : \$ 390

8-hour : \$ 700

Subsequent hour : \$ 130

*min. 4-hour

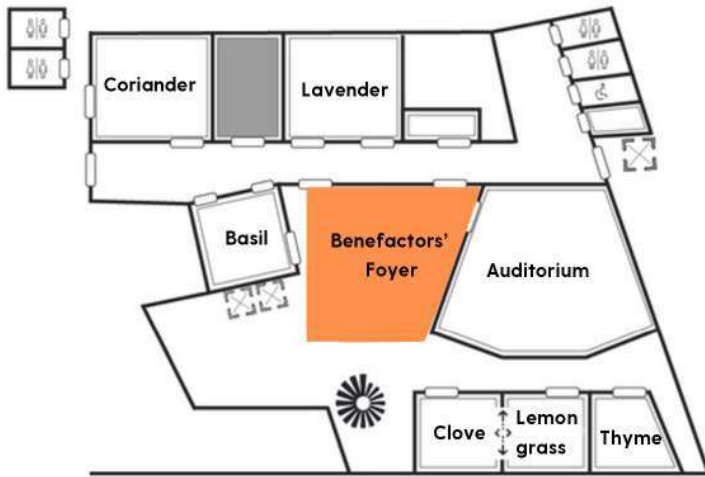
Level 3 - Floorplan



Benefactors' Foyer | Level 2



Level 2 - Floorplan



RATES :

4-hour : \$ 640

8-hour : \$ 1200

Subsequent hour : \$ 220

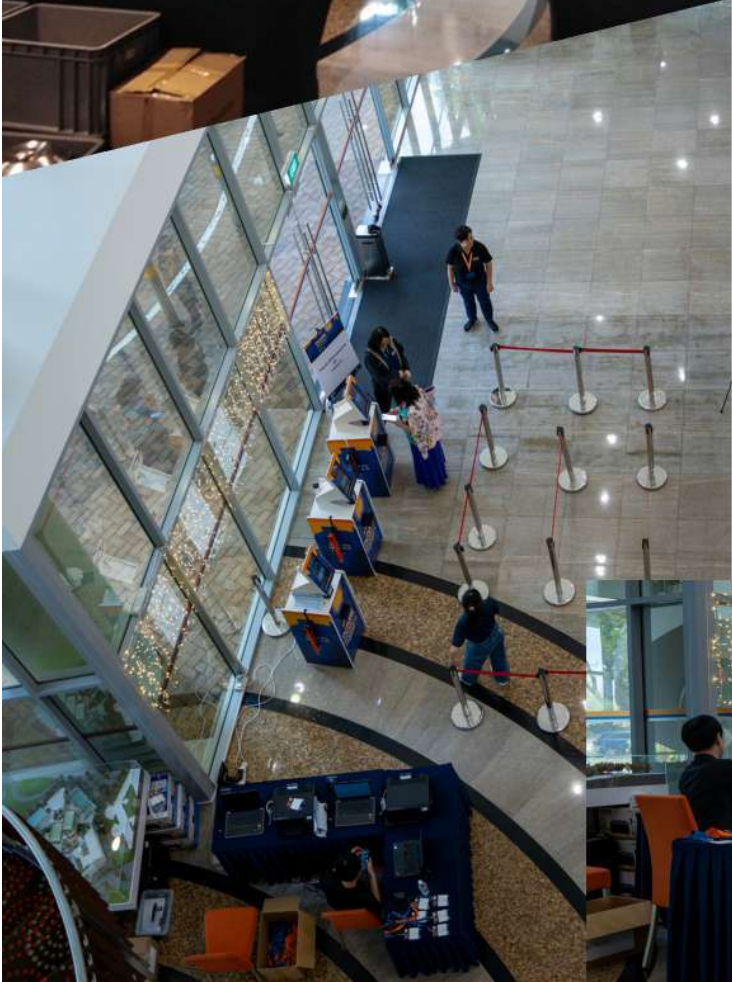
*min. 4-hour

EQUIPMENT :

- 2 x Registration table & 4 x chair



Concourse | Level 1

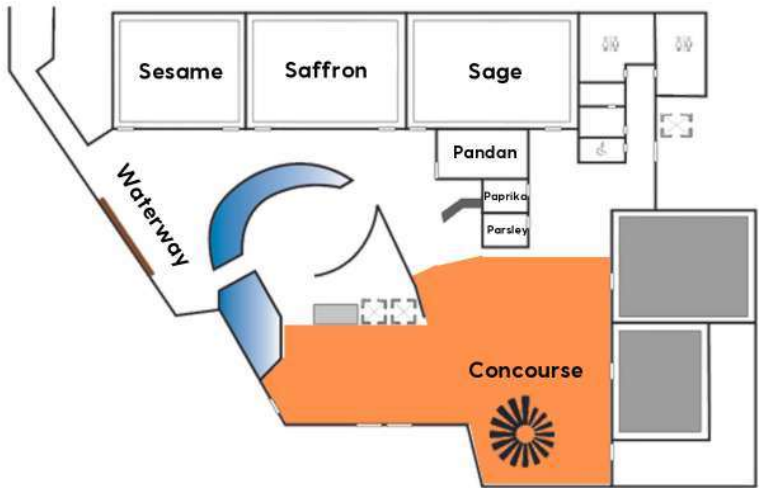


RATES :
4-hour : \$ 640
8-hour : \$ 1200
Subsequent hour : \$ 220
**min. 4-hour*

EQUIPMENT :

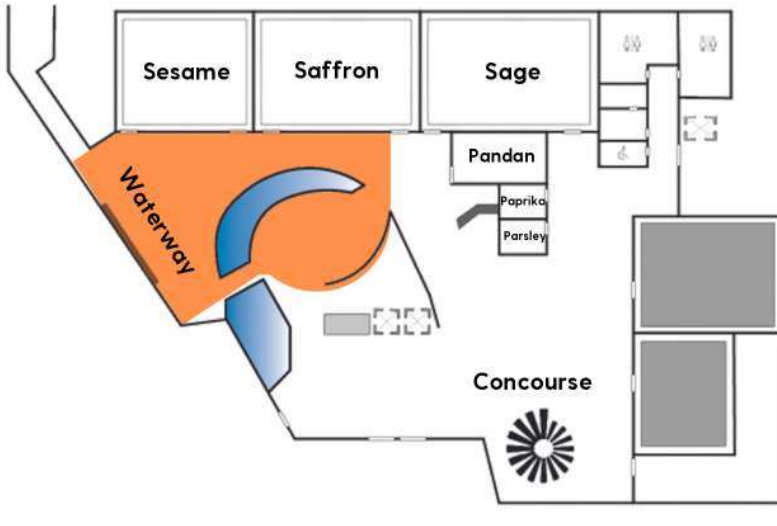
- 2 x Registration table & 4 x chair

Level 1 - Floorplan



Waterway | Level 1

Level 1 - Floorplan



RATES :

4-hour : \$ 640

8-hour : \$1200

Subsequent hour : \$ 220

*min. 4-hour

EQUIPMENT :

- 2 x Registration table & 4 x chair
- 1 x LED Wall



Item List

Furniture

COST
PER UNIT

5ft Oblong Table	\$20
5ft Round Table	\$20
4ft Round Table	\$20
Cocktail Table	\$15
Wooden Coffee Table	\$10
Single Seater Sofa	\$15
Double Seater Sofa	\$25
Orange Cushion Chair	\$10
Blue Armrest / Black Chair.	\$5
Writing Tablet Chair	\$10
High Stool	\$15
Flip Chart with papers (10 pcs)	\$20
Flip Chart papers (50pcs)	\$15
Whiteboard	\$20
Removal Rate	\$25
Skirting for Oblong Table	\$5

Equipment

COST
PER UNIT

NUS Rostrum with Goose Mic	\$100
Handheld Wireless Microphone	\$50
Portable AV Sound System	\$250
Electrical extension cord	\$5
Portable TV	\$50
Portable Stage (16ft x 6ft)	\$300
Electric Piano	\$300
Stage Monitor	\$50
Confidence Monitor (42 inch)	\$50
Wireless Presenter	\$5
Music Stand	\$10
Microphone Stand	\$10
Table Microphone Stand	\$15
Que Pole	\$10
Signage Stand	\$5
Reserved seat cover	\$10

Venue Guidelines

Rates and Discounts:

- Rates listed are before GST and any applicable special discount.
- Special discount applies only to venue rates and not for furniture and equipment.

Setup and Furniture:

- For customised layout, additional \$100 or \$50 is payable depending on the size of the room.
- Any changes to the standard setup incurs a \$25/hr manpower fee.

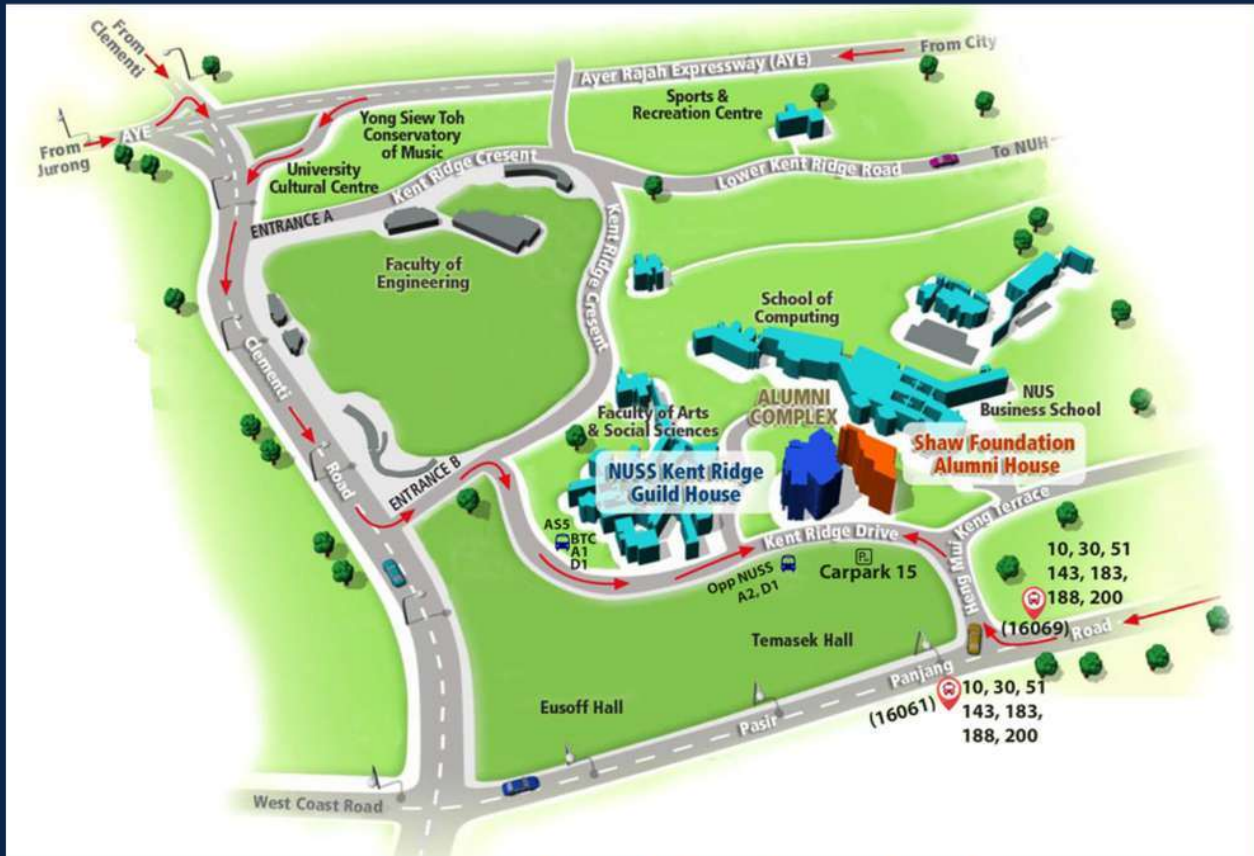
Cleaning Fee:

- A \$50 cleaning fee will be charged for food and drinks consumed in the venue.
- A \$50 cleaning fees will apply for excessive mess or damage to the room.

AV Support

- A \$50 fee is chargeable for AV support (except for auditorium booking)

Getting to Shaw Foundation Alumni House



Nearest Carpark

- Carpark 15

Internal Shuttle Bus Stop

- Opp NUSS
- AS5

Bus Stop

- Heng Mui
Keng Terrace (16069)
- Opp Heng Mui
Keng Terrace (16061)

