

Shaw Foundation Alumni House

Venue kit

SHAW FOUNDATION
ALUMNI HOUSE



SPACES

SEMINAR ROOMS

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

MULTI PURPOSE

- Auditorium (298 pax)

VIP HOLDING

- Thyme (5 pax)
- VIP lounge 1905

OPEN SPACES

- Concourse
- Waterway
- Benefactors' Foyer

BOARDROOM

- Cardamom

MEETING ROOMS

- 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

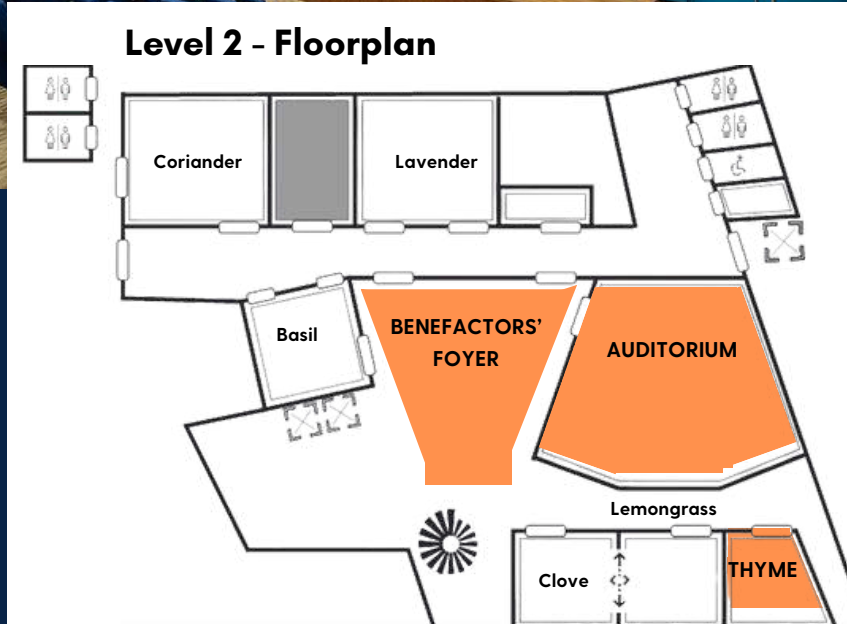
Venue Booking Website

<https://tinyurl.com/NUS-UCI-SFAH-Venue-Booking>

Enquiries Email

sfahvenue@nus.edu.sg

Auditorium | Level 2



CAPACITY

- 298 pax Theatre seating

FLOOR AREA

- 505 m²

COMPLIMENTARY

- 1 x AV Technician

EQUIPMENT

- Laser DLP Projector (10,000 Lumens)
- Sound System
- 1 x Rostrum with gooseneck mic
- 2 x Wireless Handheld microphones
- 2 x Registration tables & 4 x chairs
- 4 x Cocktail tables

RATES

Standard Package

Auditorium + Benefactors' Foyer + Thyme room at

- \$ 1280 for 4 hours
- \$ 2480 for 8 hours
- Subsequent hour : \$ 380

Premium Package

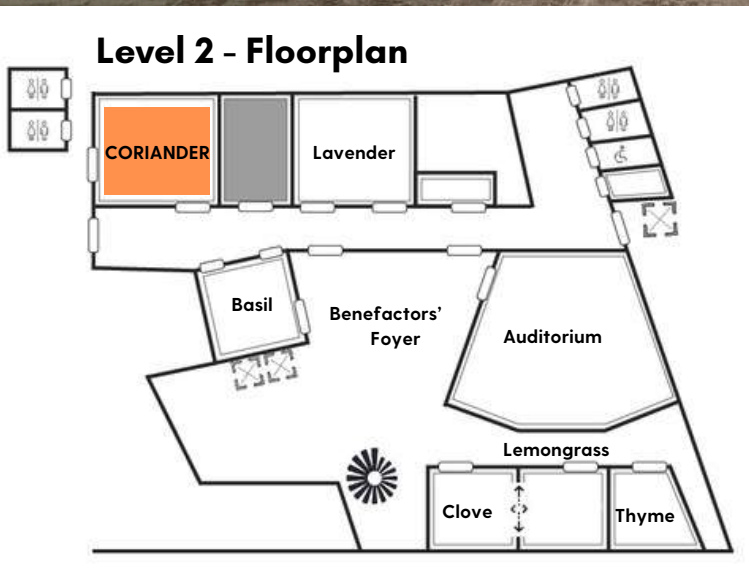
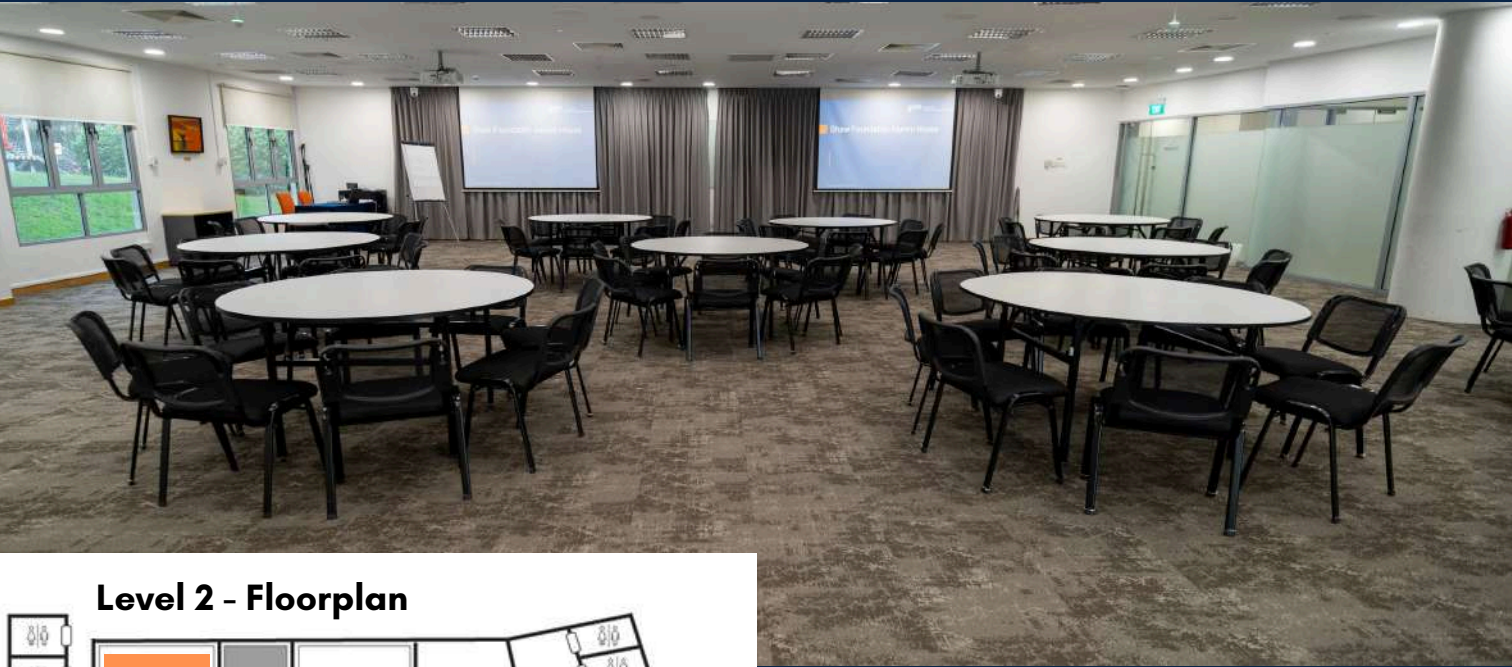
Auditorium + Benefactors' Foyer + VIP Lounge 1905 at

- \$ 1580 for 4 hours
- \$ 3100 for 8 hours
- Subsequent hour: \$ 420

*min. 4-hour



Coriander | Level 2



FLOOR AREA

- 225 m²

STANDARD SETUP

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

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)

RATE

4-hour: \$ 390

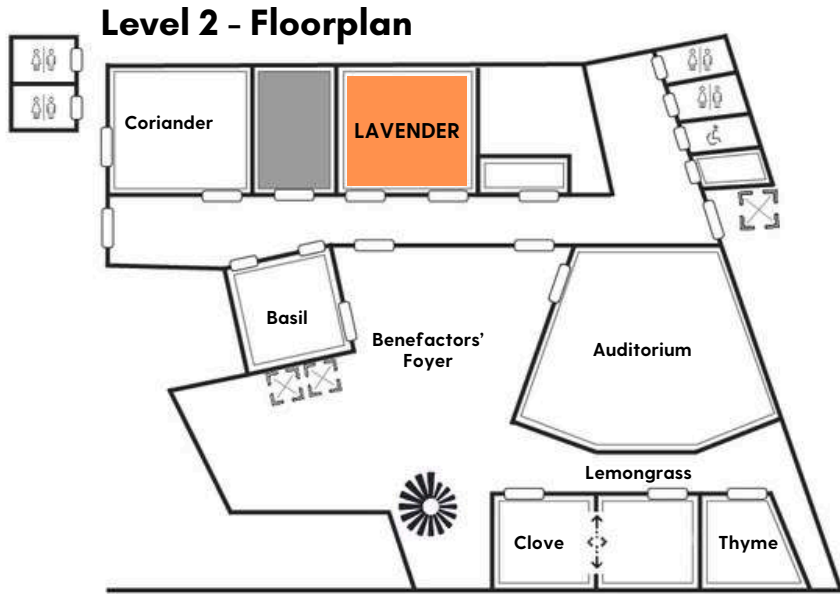
8-hour: \$ 700

Subsequent hour: \$ 130

**min. 4-hour*



Lavender | Level 2



FLOOR AREA

- 184 m²

STANDARD SETUP

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

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) **min. 4-hour*

RATES

4-hour: \$ 390

8-hour: \$ 700

Subsequent hour: \$ 130



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

- 92 m²

STANDARD SETUP

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

RATES

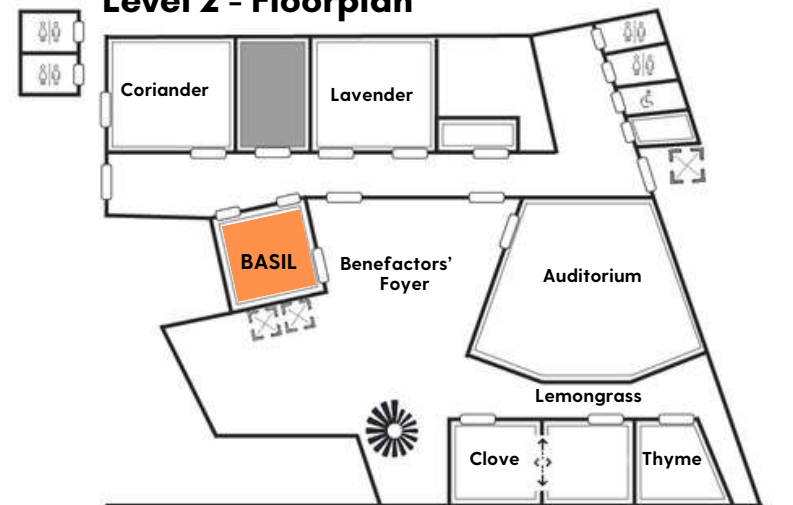
4-hour: \$ 320

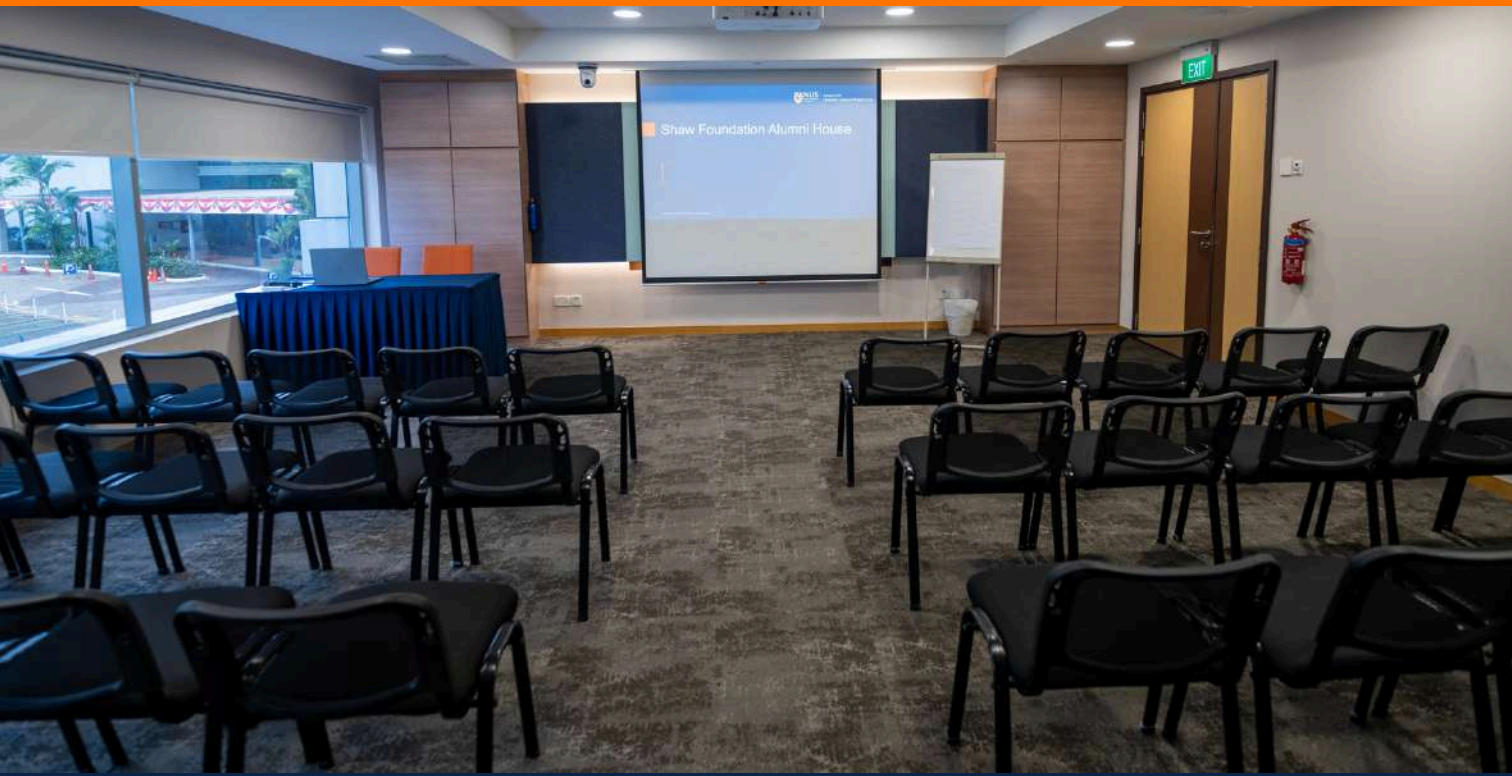
8-hour: \$ 500

Subsequent hour: \$ 100

**min. 4-hour*

Level 2 - Floorplan





FLOOR AREA

- 55 m²

STANDARD SETUP

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

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

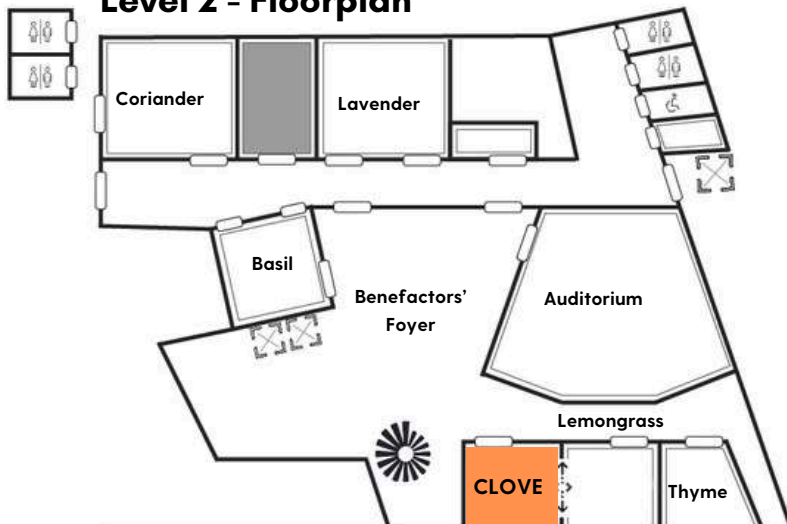
8-hour: \$ 440

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

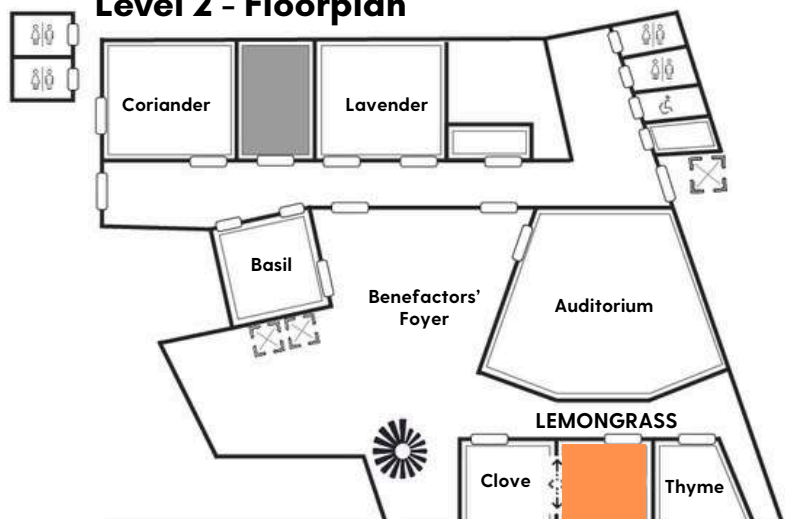
- 40 pax Theatre style
- Registration table & 2 x Chairs
- Presenter table & 2 x Chairs

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





FLOOR AREA

- 46m²

STANDARD SETUP

- 5 x Single seater sofas
- 5 x Coffee tables

RATES

4-hour: \$ 180

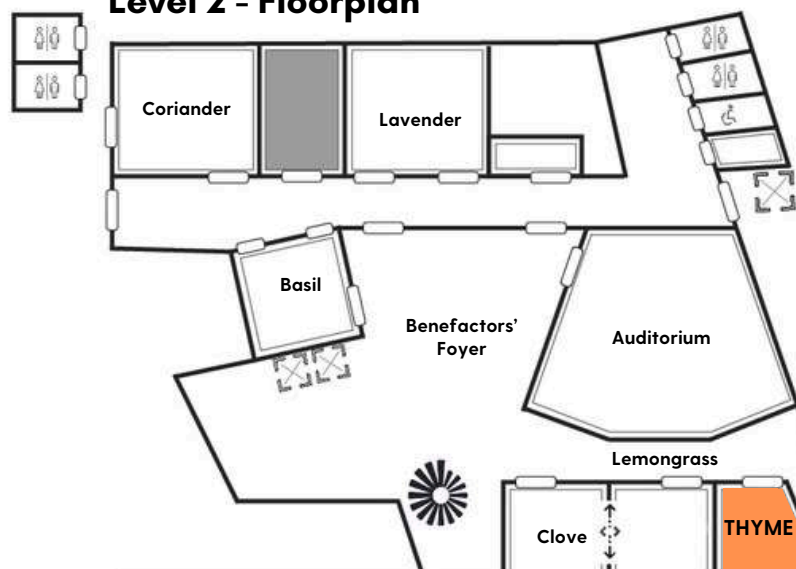
8-hour: \$ 360

Subsequent hour: \$ 50

**min. 4-hour*



Level 2 - Floorplan





FLOOR AREA

- 172m²

STANDARD SETUP

- 2 x Armchairs
- 2 x 3-Seater sofas
- 1 x Cushioned bench
- 1 x Round table
(with 6 x cushioned chairs)
- 1 x Rectangular coffee table
- 1 x Monitor



RATES

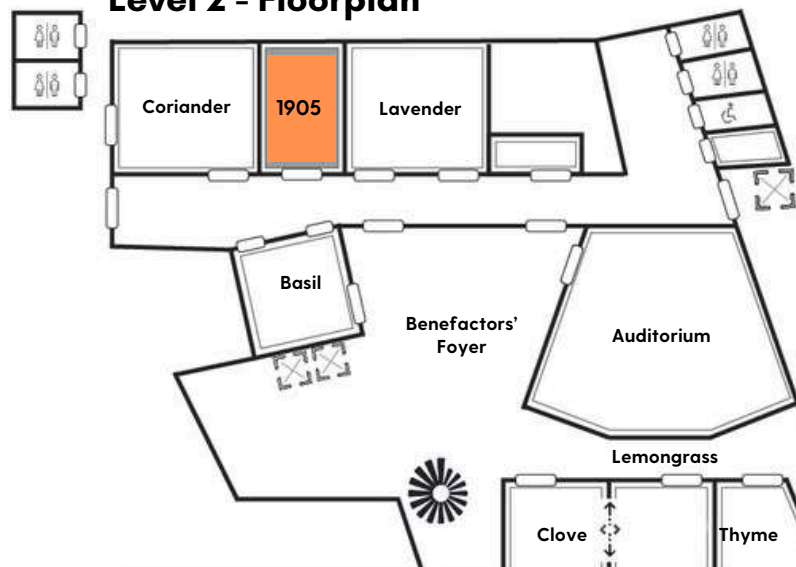
4-hour: \$ 480

8-hour: \$ 900

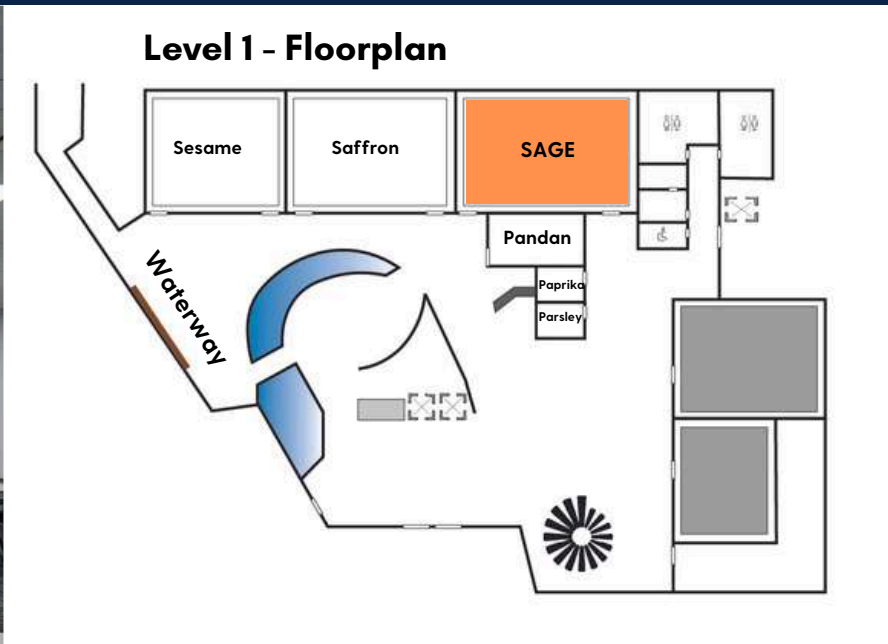
Subsequent hour: \$ 100

*min. 4-hour

Level 2 - Floorplan



Sage | Level 1



FLOOR AREA

- 142 m²

STANDARD SETUP

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

RATES

4-hour : \$ 390

8-hour : \$ 700

Subsequent hour : \$ 130

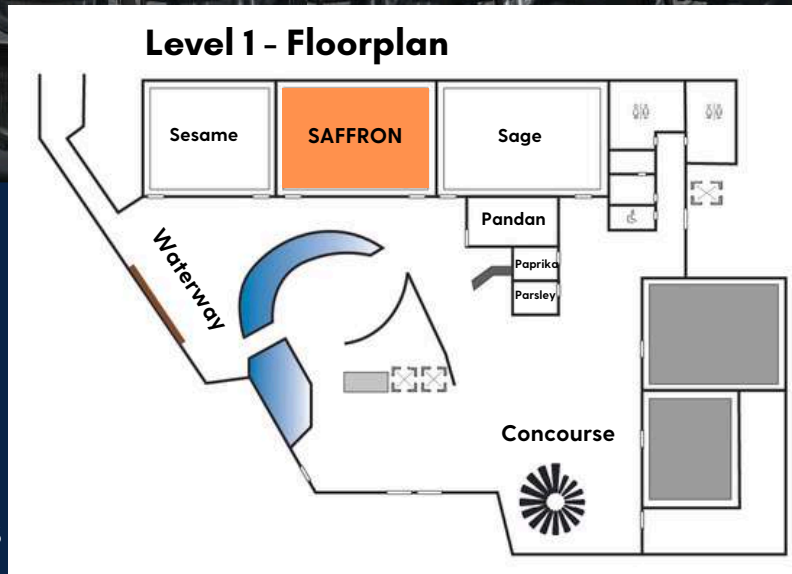
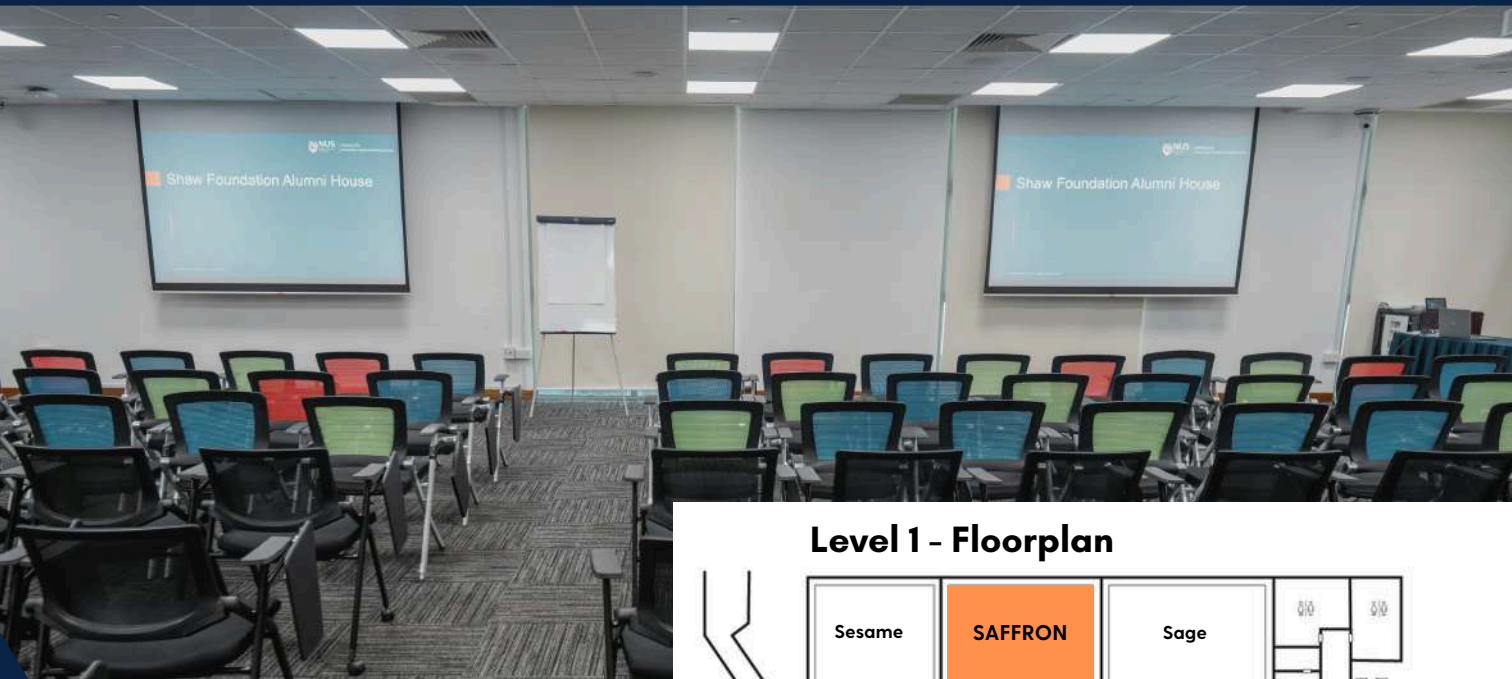
**min. 4-hour*

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)



Saffron | Level 1



FLOOR AREA

- 160 m²

STANDARD SETUP

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

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

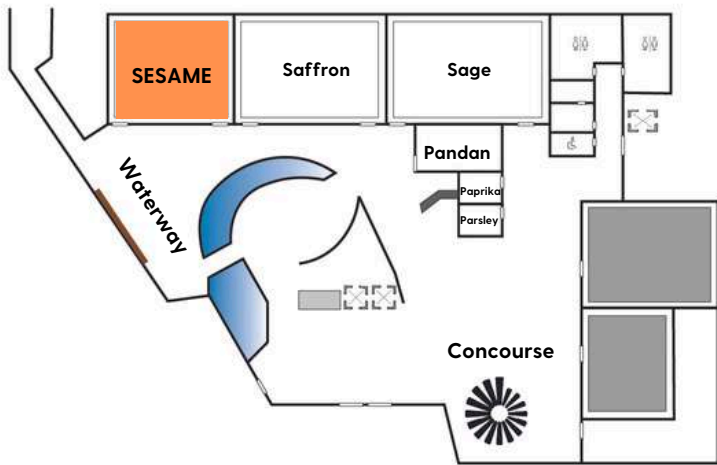
8-hour: \$ 700

Subsequent hour: \$ 130

**min. 4-hour*



Level 1 - Floorplan



FLOOR AREA

- 105 m²

STANDARD SETUP

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

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

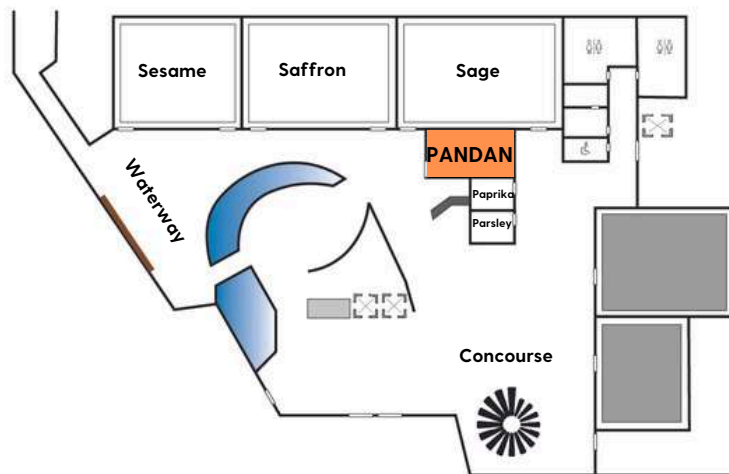
**min. 4-hour*



Pandan | Level 1



Level 1 - Floorplan



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

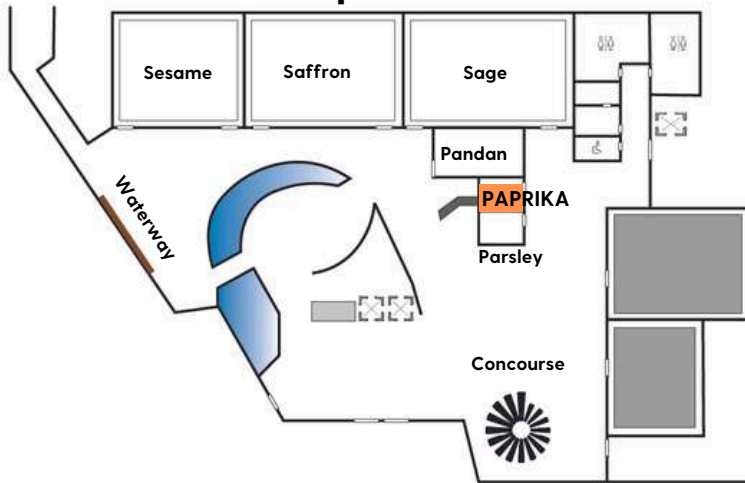
Subsequent hour: \$ 50

*min. 4-hour

Paprika | Level 1



Level 1 - Floorplan



RATES

2-hour: \$ 80

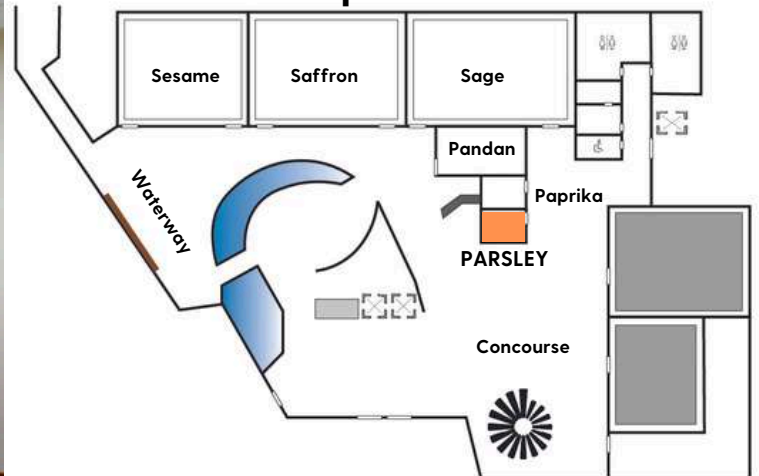
Subsequent hour: \$40

**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

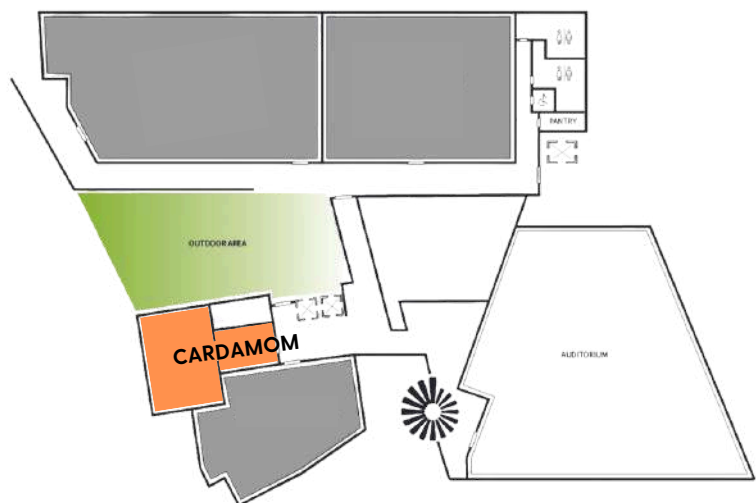
4-hour: \$ 390

8-hour: \$ 700

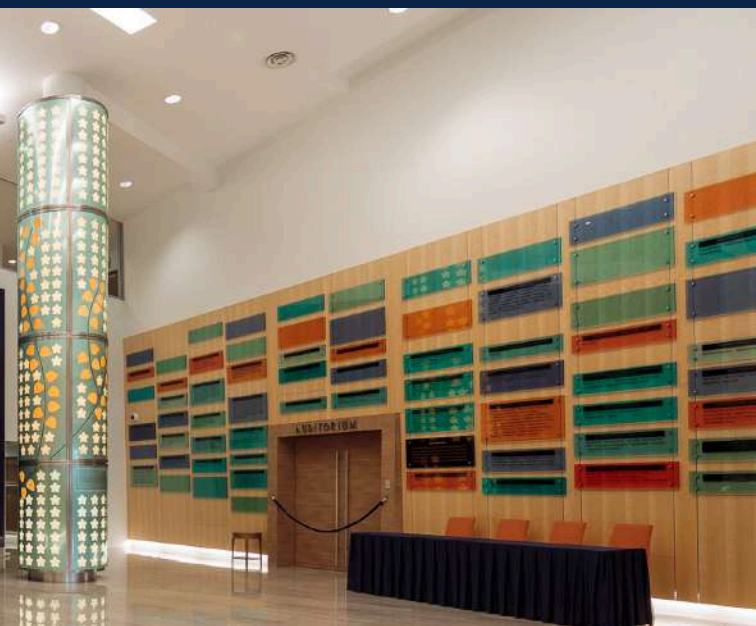
Subsequent hour: \$ 130

*min. 4-hour

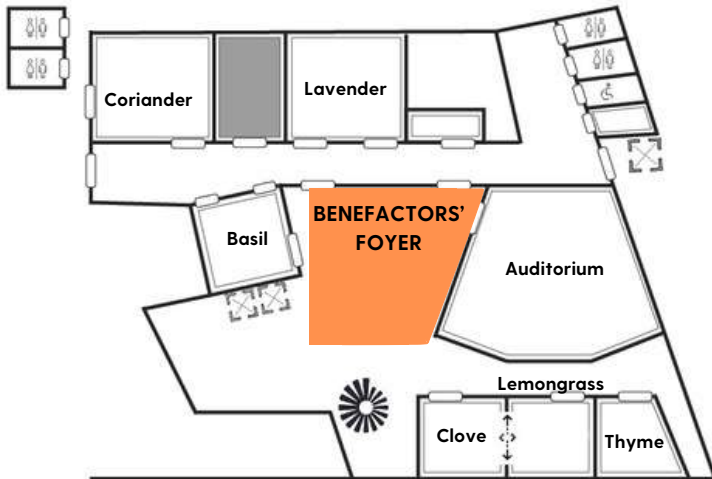
Level 3 - Floorplan



Benefactors' Foyer | Level 2



Level 2 - Floorplan



RATES

4-hour: \$ 640

8-hour: \$ 1200

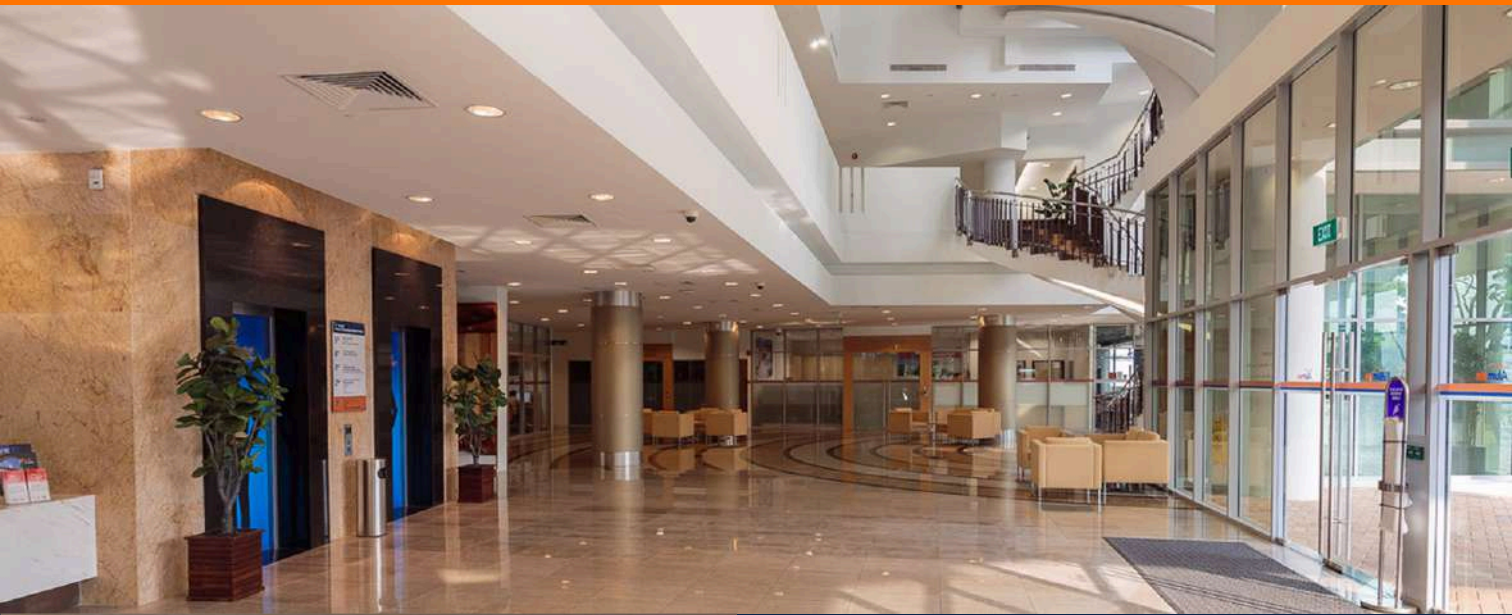
Subsequent hour: \$ 220

*min. 4-hour

EQUIPMENT

- 2 x Registration tables & 4 x chairs



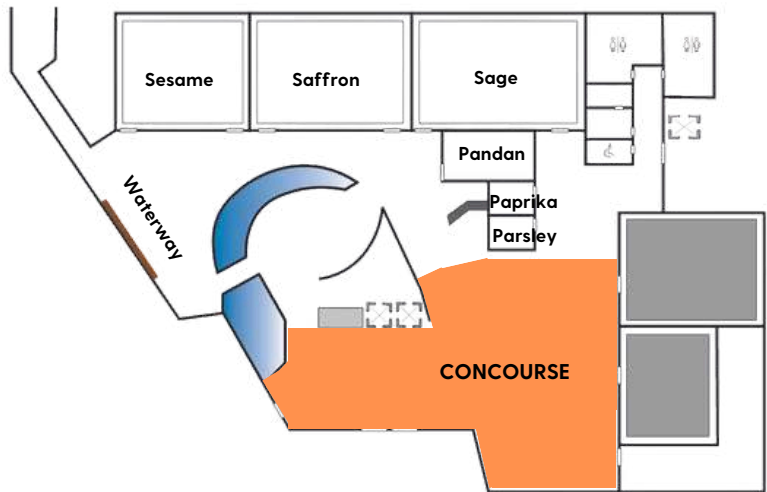


RATES
4-hour: \$ 640
8-hour: \$ 1200
Subsequent hour: \$ 220
**min. 4-hour*

EQUIPMENT

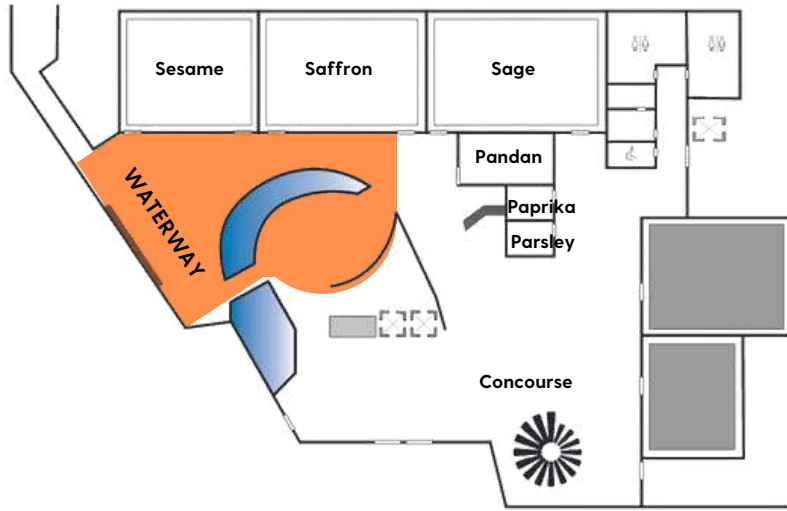
- 2 x Registration tables & 4 x chairs

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 tables & 4 x chairs
- 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	\$ 10
Chair with Writing Tablet	\$ 15
High Stool	\$ 15
Flip Chart with Papers (10 pcs)	\$ 20
Flip Chart Paper (50 pcs)	\$ 15
Whiteboard	\$ 20

Equipment

COST
PER UNIT

Rostrum with Gooseneck Mic	\$ 100
Handheld Wireless Mic	\$ 50
Lavalier Microphone	\$ 80
Portable AV Sound System	\$ 250
Electrical Extension Cord	\$ 5
Portable TV	\$ 100
Portable Stage (16ft x 6ft)	\$ 250
Electric Piano	\$ 300
Stage Monitor	\$ 50
Confidence Monitor (42 inch)	\$ 100
Wireless Presenter / Clicker	\$ 5
Music Stand	\$ 5
Microphone Stand	\$ 10
Table Microphone Stand	\$ 10

Services

COST
PER UNIT

AV Support Per Hour (min. 4-hr required)	\$ 60
Cleaning Fee (per room / day)	\$ 50

Services

COST
PER UNIT

Removal Fee (per pax - manpower)	\$ 25
Setup Fee	\$ 100

Venue Guidelines

Rates and Discounts

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

Setup and Furniture

- For a customised layout, an additional \$100 or \$50 is payable (depending on the room size).
- Any changes to the standard setup incur 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 fee will apply for excessive mess or damage to the room.

AV Support

- A \$60 fee is chargeable for AV support (except for auditorium booking)

Getting to Shaw Foundation Alumni House



Nearest Carpark

- Carpark 15

NUS Internal Shuttle Bus Stops

- Opp NUSS
- AS5

Public Bus Stops

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

