

Email to:

**Social Service Institute**

298 Tiong Bahru Road, #18-01

Central Plaza, Singapore 168730

Tel: 6589 5555 Fax: 6589 5540

Email: socialserviceinstitute@ncss.gov.sg



## Facility Booking Request Form

### A. REQUESTOR'S DETAILS

Name	_____	Contact Number	_____
Designation	_____	Email Address	_____
Organisation	_____		
Mailing Address	_____		

### B. BOOKING RATES & DETAILS

Layout	Capacity	Facility	Monday to Friday	Monday to Friday (full-day) 9.30am - 5.30pm
			(Half-day/ 4 hours)	
			9.00am – 1.00pm	
			or 1.30pm – 5.30pm	
Cluster	Up to 25 pax	Training Room	\$340	\$680
Cluster	26 to 50 pax	Large Training Room (2 combined rooms)	\$680	\$1,360
Cluster	Up to 60 pax	Auditorium	\$1,040	\$2,080
Theatre	Up to 150 pax			

#### Notes:

- Any booking requests beyond office hours or on weekends will be subject to approval and incur additional admin fee:  
For evening/Saturday bookings (after office hours), an additional administrative fee of \$280 (half day) will apply. Full day will be \$560.
- NCSS Members and MSF will enjoy discounted rates. Please refer to [www.ssi.sg/Facilities-Booking](http://www.ssi.sg/Facilities-Booking) for details. Other Ministries & Government Agencies will be charged at the cost indicated in the table.
- Booking rates and administrative fee stated are before GST.
- SSI will provide 30 mins additional set up time.
- Cancellation policies can be found in clause 5 of the "Terms and Conditions". Please refer to [www.ssi.sg/Facilities-Booking](http://www.ssi.sg/Facilities-Booking) for full set of "Terms and Conditions".
- For a list of items provided under the booking of facilities, please refer to [www.ssi.sg/Facilities-Booking](http://www.ssi.sg/Facilities-Booking)

### C. TO BE COMPLETED BY THE REQUESTOR

	Type of Facilities		
	Training Room	Large Training Room	Auditorium
No. of Rooms required			
Date(s) of Booking			
Time Required ( <i>Time: to Time:</i> )			
Purpose of Booking (Please ✓ in the box)	<input type="checkbox"/> Meeting <input type="checkbox"/> Networking Event <input type="checkbox"/> Award Ceremony <input type="checkbox"/> Corporate Retreat <input type="checkbox"/> Corporate Training Others (Please specify):		
Programme/Event Title			
Expected No. of Participants			
Guest-of-Honour and/or *Special Requests ( <i>if applicable</i> ) <i>*subject to availability &amp; approval</i>			
Request to tour the premises	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

### D. ACKNOWLEDGMENT

I declare that all information provided in this request form is true and correct to the best of my knowledge. I have read the terms and conditions governing the application and use of facilities at the Social Service Institute at [www.ssi.sg/Facilities-Booking](http://www.ssi.sg/Facilities-Booking), and agree to abide by it.

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Name and Signature of Requestor  
Date:

Name and Signature of Requestor's HOD/Supervisor  
Date:

Organisation Stamp

### E. FOR OFFICIAL USE

Date Received: \_\_\_\_\_

Room(s) Allocated: \_\_\_\_\_

Recommended by: \_\_\_\_\_

Booking Rate: \$ \_\_\_\_\_

**Approved / Not Approved\***

TMM Schedule: \_\_\_\_\_

\_\_\_\_\_  
Name & Signature