



VENUE
RENTAL
KIT

SHAW FOUNDATION ALUMNI HOUSE



Auditorium

Floor Area and Capacity

- 505m²
- Stage Size: 9.7m (L) x 4.4m (D)
- 298 pax theatre seating

Equipment

- Laser DLP Projector (10,000 ANSI Lumens)
- Sound system
- Rostrum with goose-neck microphone on stage
- 2 wireless handheld microphones
- 2 x 5ft skirted oblong tables with 4 chairs for registration

Rates

4-hour block	\$800.00
8-hour block	\$1,280.00
10-hour block	\$1,600.00
12-hour block	\$1,920.00
Subsequent hour	\$240.00/ hour



Coriander

Floor Area and Capacity

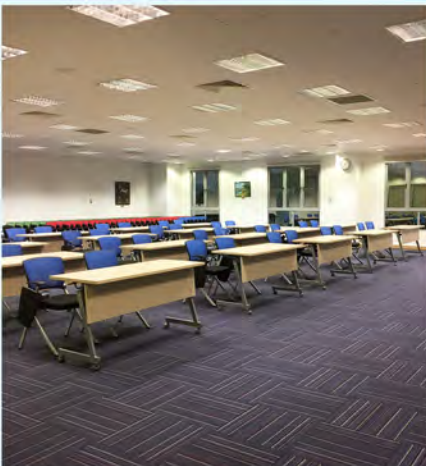
- 225m²
- 150 pax theatre style set-up
- 44 pax class room style set-up (22 oblong tables x 2 chairs)
- 90 pax cluster style set-up (9 round tables x 10 chairs)

Equipment

- 2 x LCD projector (3,800 lumen) with 2 x Projection Screen (2.2m x 2.2m)
- 1 microphone for speaker
- 1 x 5ft skirted oblong table with 2 chairs for speaker
- 1 x 5ft skirted oblong table with 2 chairs for registration
- 1 flipchart with papers and markers

Rates

4-hour block	\$320.00
8-hour block	\$500.00
10-hour block	\$640.00
12-hour block	\$760.00
Subsequent hour	\$100.00/ hour



Booking period includes time required by the hirer for any set-up, AV testing, move out and tear-down.
Any additional requirements by the hirer will incur additional charges and are subject to availability.
Rates are subject to prevailing GST and may change without prior notice.



Concourse

Floor Area and Capacity

- 453m²
- 120 pax standing reception

Equipment

- 4 skirted cocktail tables
- 2 x 5ft skirted oblong tables with
- 4 chairs for registration

Rates

4-hour block	\$480.00
8-hour block	\$760.00
10-hour block	\$960.00
12-hour block	\$1,100.00
Subsequent hour	\$140.00/ hour



Benefactors' Foyer

Combined booking of Auditorium and Basil entitles the hirer to exclusive usage of Benefactors' Foyer.

Booking of Auditorium entitles the hirer to non-exclusive usage of Benefactors' Foyer.

Floor Area and Capacity

- 304m²
- 298 pax standing reception
- 100 pax sit-down reception
- (10 round tables x 10 pax)

Equipment

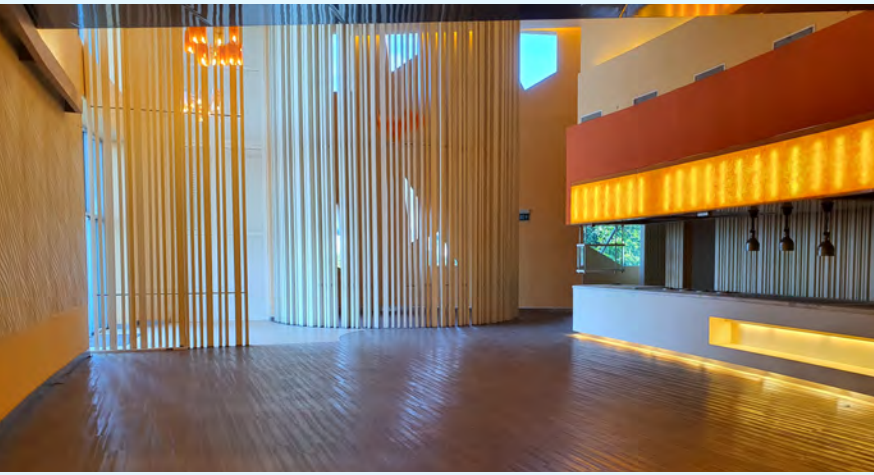
- 4 skirted cocktail tables
- 2 x 5ft skirted oblong tables with
- 4 chairs for registration

Rates

4-hour block	\$480.00
8-hour block	\$760.00
10-hour block	\$960.00
12-hour block	\$1,100.00
Subsequent hour	\$140.00/ hour



Booking period includes time required by the hirer for any set-up, AV testing, move out and tear-down.
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B-Line

Floor Area and Capacity

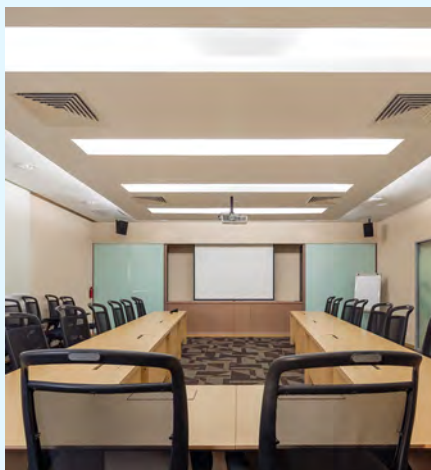
- 300m²
- 35 pax theatre style set-up
- 14 pax class room style set-up (7 oblong tables x 2 chairs)
- 48 pax cluster style set-up (6 round tables x 8 chairs)

Equipment

- 1 wireless handheld microphone
- 1 x 5ft skirted oblong table with 2 chairs for speaker
- 1 x 5ft skirted oblong table with 2 chairs for registration
- 1 flipchart with papers and markers

Rates

4-hour block	\$480.00
8-hour block	\$760.00
10-hour block	\$960.00
12-hour block	\$1,100.00
Subsequent hour	\$140.00/ hour



Cardamom

Floor Area and Capacity

- 102m²
- 18 pax fixed boardroom
- 17 pax back benchers

Equipment

- LCD Projector (5,500 lumens) with projection screen (2m x 2m)
- 1 flipchart with papers and markers

Rates

4-hour block	\$320.00
8-hour block	\$500.00
10-hour block	\$640.00
12-hour block	\$760.00
Subsequent hour	\$100.00/ hour

Booking period includes time required by the hirer for any set-up, AV testing, move out and tear-down.
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Pinnacle

Floor Area and Capacity

- 105m²
- 50 pax theatre style set-up
- 24 pax class room style set-up (12 oblong tables x 2 chairs)
- 40 pax cluster style set-up (5 round tables x 8 chairs)

Equipment

- LCD projector (5,000 lumens) with projection screen (2m x 2m)
- 1 wireless handheld microphone
- 1 x 5ft skirted oblong table with 2 chairs for speaker
- 1 x 5ft skirted oblong table with 2 chairs for registration
- 1 flipchart with papers and markers

Rates

4-hour block	\$320.00
8-hour block	\$500.00
10-hour block	\$640.00
12-hour block	\$760.00
Subsequent hour	\$100.00/ hour



Innovation

Floor Area and Capacity

- 184m²
- 100 pax theatre style set-up
- 50 pax class room style set-up (25 oblong tables x 2 chairs)
- 80 pax cluster style set-up (10 round tables x 8 chairs)

Equipment

- 1 wireless handheld microphone
- 1 x 5ft skirted oblong table with 2 chairs for speaker
- 1 x 5ft skirted oblong table with 2 chairs for registration
- 1 flipchart with papers and markers

Rates

4-hour block	\$320.00
8-hour block	\$500.00
10-hour block	\$640.00
12-hour block	\$760.00
Subsequent hour	\$100.00/ hour



Booking period includes time required by the hirer for any set-up, AV testing, move out and tear-down.
Any additional requirements by the hirer will incur additional charges and are subject to availability.
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Basil

Floor Area and Capacity

- 92m²
- 60 pax theatre style set-up
- 24 pax class room style set-up (12 oblong tables x 2 chairs)
- 24 pax cluster style set-up (4 round tables x 6 chairs)

Equipment

- LCD projector (5,000 lumens) with
- projection screen (2m x 2m)
- 1 wireless handheld microphone
- 1 x 5ft skirted oblong table with
- 2 chairs for speaker
- 1 x 5ft skirted oblong table with
- 2 chairs for registration
- 1 flipchart with papers and markers

Rates

4-hour block	\$160.00
8-hour block	\$260.00
10-hour block	\$320.00
12-hour block	\$380.00
Subsequent hour	\$50.00/ hour



Thyme

Floor Area and Capacity

- 46m²
- 25 pax theatre style set-up
- 10 pax class room style set-up (5 oblong tables x 2 chairs)
- 12 pax boardroom style set-up (6 oblong tables x 2 chairs)
- 12 pax cluster style set-up (2 round tables x 6 chairs)

Equipment

- LCD projector (5,000 lumens) with
- projection screen (2m x 2m)
- 1 wireless handheld microphone
- 1 x 5ft skirted oblong table with
- 2 chairs for speaker
- 1 x 5ft skirted oblong table with
- 2 chairs for registration
- 1 flipchart with papers and markers

Rates

4-hour block	\$160.00
8-hour block	\$260.00
10-hour block	\$320.00
12-hour block	\$380.00
Subsequent hour	\$50.00/ hour



Booking period includes time required by the hirer for any set-up, AV testing, move out and tear-down.
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Clove

Floor Area and Capacity

- 55m²
- 45 pax theatre style set-up
- 16 pax class room style set-up
- (8 oblong tables x 2 chairs)
- 18 pax cluster style set-up
- (3 round tables x 6 chairs)

Equipment

- LCD projector (5,000 lumens) with
- projection screen (2m x 2m)
- 1 wireless handheld microphone
- 1 x 5ft skirted oblong table with
- 2 chairs for speaker
- 1 x 5ft skirted oblong table with
- 2 chairs for registration
- 1 flipchart with papers and markers

Rates

4-hour block	\$160.00
8-hour block	\$260.00
10-hour block	\$320.00
12-hour block	\$380.00
Subsequent hour	\$50.00/ hour



Lemongrass

Floor Area and Capacity

- 55m²
- 45 pax theatre style set-up
- 16 pax class room style set-up
- (8 oblong tables x 2 chairs)
- 18 pax cluster style set-up
- (3 round tables x 6 chairs)

Equipment

- LCD projector (5,000 lumens) with
- projection screen (2m x 2m)
- 1 wireless handheld microphone
- 1 x 5ft skirted oblong table with 2
- chairs for speaker
- 1 x 5ft skirted oblong table with
- 2 chairs for registration
- 1 flipchart with papers and markers

Rates

4-hour block	\$160.00
8-hour block	\$260.00
10-hour block	\$320.00
12-hour block	\$380.00
Subsequent hour	\$50.00/ hour



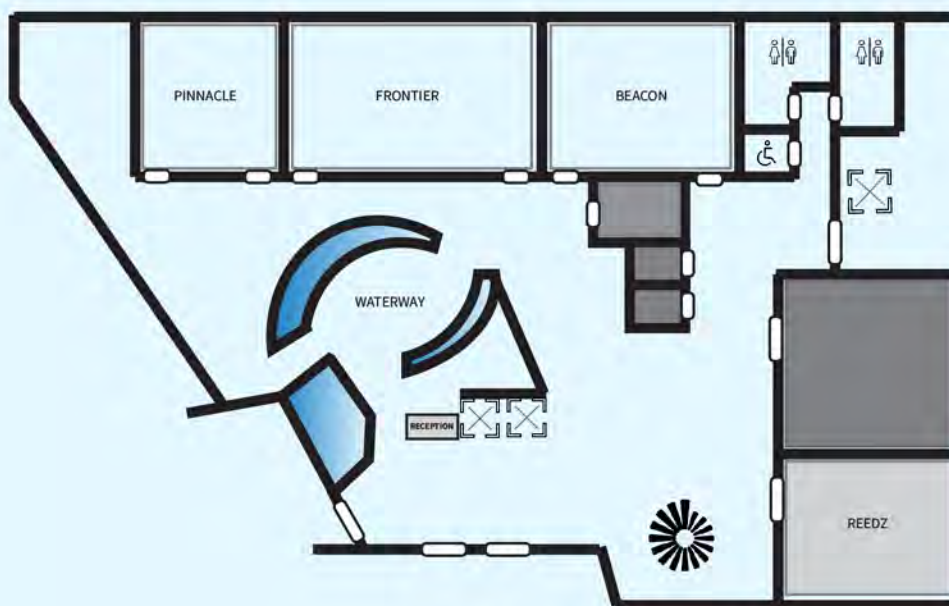
Clove and Lemongrass can be combined to create a larger room with a floor area of 110m².

Booking period includes time required by the hirer for any set-up, AV testing, move out and tear-down.

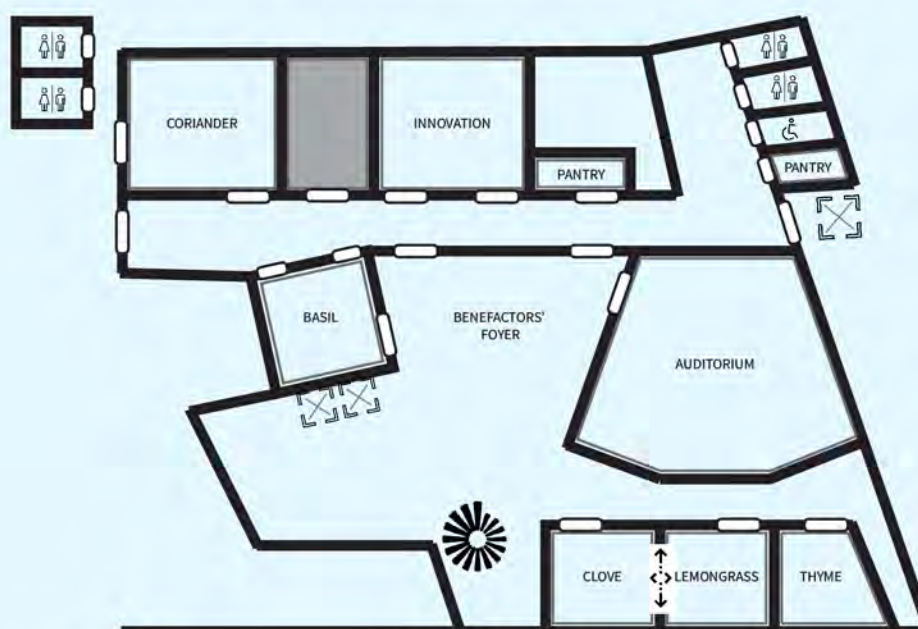
Any additional requirements by the hirer will incur additional charges and are subject to availability.

Rates are subject to prevailing GST and may change without prior notice.

Floor Plans



Level 1



Level 2

Additional Equipment and Services

- Oblong Table	\$20 per unit	- Handheld Wireless Microphone	\$50 per unit
- Round Table	\$20 per unit	- Lavalier Microphone	\$80 per unit
- Cocktail Table	\$15 per unit	- Portable AV Sound System	\$250 per unit
- Wooden Coffee Table	\$10 per unit	- Portable Stage (16ftx 6ft)	\$300 per unit
- Single Seater Sofa	\$15 per unit	- Portable LCD Projector	\$200 per unit
- Double Seater Sofa	\$25 per unit	- Portable Projection Screen	\$100 per unit
- Orange Cushion Chair	\$5 per unit	- Electric Piano	\$300 per unit
- Chair with Arm Rest	\$5 per unit	- Stage Monitor	\$50 per unit
- Chair with Writing Tablet	\$10 per unit	- Confidence Monitor (22 inch)	\$40 per unit
- Flipchart	\$20 per unit	- Wireless Presenter	\$5 per unit
- Rostrum	\$100 per unit	- Music Stand	\$10 per unit
- Seminar Stationery Set (Paper, Pen and Bottled Water)	\$3 per set	- Event Usher (per pax)	\$12 per hour
		- Bottled Water	\$6 per dozen

Booking period includes time required by the hirer for any set-up, AV testing, move out and tear-down.
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Complimentary Facilities and Services

- Use of wet pantry.
- Car park lots (subject to availability).
- Printing and photocopy services available up to 10 pieces of A4 size paper.

Special Rates Applicable To:



Additional 10% discount for same day booking of 3 venues or more.

Additional 10% discount for 2 or more consecutive days booking.

* Discount applies to venue(s) with the lowest rate(s).

Contact us for special rates for Reunions and Commencement events.

Getting To Shaw Foundation Alumni House



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