

## 1. What do the rental fees include?

You will enjoy exclusive use of the venue on your event day for the full hire period.

- **Function Hall** rental fees include usage of in-built projector, screen, sound system, (4x) flipcharts, (18x) tables and 88 chairs, (3x) wireless handheld microphones, (2x) clip-on microphones and (1x) wired microphone.
- **Function Room** rental fees include use of portable projector, screen, (4x) flipcharts, (10x) tables and 50 chairs.

## 2. Can I hire the venue for one or two hours?

The minimum booking hours for our venue is 4 hours. Therefore whether you choose to utilize the venue for one or two hours or up to the full hire period, you will still incur the same venue rental fees.

## 3. What is the rental rate of the Function Hall/Function Room?

*Please note that the rates below are inclusive of 7% GST and the rates quoted are for the minimum booking of 4 hours of rental, hourly rate and a full day rate.*

### Type of Organization: Corporate/Private

Venues	Types of events	Capacity	Hourly Rate	4hr Rate (min. booking)	Full Day (8am to 10pm)
<b>Function Room</b>	Workshops, Corporate Functions	Theatre Seating – 50pax Classroom Seating – 24pax Cluster Seating – 30pax	<b>\$337.05</b>	<b>\$1348.20</b>	<b>\$3774.96</b>
<b>Function Hall</b>	Workshops, Product Launch, Corporate Functions	Theatre Seating – 180pax Classroom Seating – 60 pax (Client's own rental of tables) Cluster Seating – 80pax (Client's own rental of tables)	<b>\$304.95</b>	<b>\$1219.80</b>	<b>\$3415.44</b>
Burkill Hall	Weddings, Product Launch	Level 1 – 80pax Level 2 – 100pax	\$561.75	\$2247.00	\$6291.60

## 4. What is the booking procedure?

- Tentative bookings can be held for up to 14 days without commitment. At the end of the 14 days, the booking will automatically lapse.
- Viewing of our venues can be arranged but strictly by appointment only.
- Confirmation of booking requires a signed copy of our application form, every page of Terms and Conditions together with a cheque for our venue rental fees + GST in full. Payment can be made via Cheque, NETS, VISA or MasterCard. Completed application forms can be sent to us



via email. Payments via NETS, VISA or MasterCard, applicants will have to come down personally to meet our Events Coordinator. Please make prior appointment with us.

- Please make Cheques payable to Jardin Enchante Pte Ltd. Please write your booking name and date of event on the reverse of the cheque.
- Please send your cheque to:

Jardin Enchante Pte Ltd  
19A Neil Road, Singapore 088813  
Attn: Finance Department

- Confirmation of booking must reach us 8 weeks before the event date.

#### 5. Does SBG offer a discounted rate for rental of venues?

We do not offer discounts on our venue rental fees. For events to be organized by Ministries, Statutory Boards & Non-Profit Organizations, please contact us at [NPARKS\\_sbg@1-host.sg](mailto:NPARKS_sbg@1-host.sg) for more information.

#### 6. Will we incur a penalty if we cancel our booking?

We impose a 20% administrative fee if cancellation is done more than 30 calendar days before actual event date. A 100% administrative fee will be imposed for cancellations done less than 30 calendar days before actual event date.

#### 7. Are we allowed to have food in the venue?

Food is not allowed in both Function Room and Function Hall. However, you may arrange for your reception to be held outside the venues.

#### 8. Can we bring in our own caterers, entertainment or Event Company? Any permits/licenses required?

You are allowed to bring in your own caterers, entertainment or Event Company at no extra cost. No forms of open fire cooking or barbecues are allowed. **The caterer must be under the listed NEA Caterer Licensed.**

**You are required to apply for the copyright permit that involves playing or reproducing copyrighted music and/or videos via Composers and Authors Society of Singapore (COMPASS) at <http://www.compass.org.sg/cindex30.aspx>**

Other suppliers will be subjected to the Terms and Conditions for use of our venues. It is your responsibility to brief your suppliers on the Dos & Don'ts in our venues.

#### 9. What about access and setup for caterers and suppliers?

Please brief your caterers and suppliers on the access to our venues with the access route plans that we have provided you. Your event coordinator will also be onsite to oversee the setup on the actual event date.

#### 10. Can we use our own photographer?

Yes. You can use your own photographer.

**11. Are we able to outsource a band?**

Yes. You can bring in your own band at your own cost. However, we will recommend classical or light music to avoid disturbance to the nearby residents. Loud music is strictly not allowed. Do adhere to point no. 8.

**12. Can we deliver or set up a day before the event?**

All setup, teardown and deliveries must be done within the booking hours of your event. You might want to include your required setup time into your booking hours.

**13. Will SBG be helping me with the setup?**

Our Managing Agent, 1-Host will assist in the standard setup of our tables and chairs. Please forward your setup requirement to our team for us to do the necessary before your actual event. Please consult our team for further requests and requirements.

**14. Can we arrange to leave items in the venue overnight before or after the event?**

Items cannot be left in the venue a day before actual event date and everything must be collected immediately after the event. SBG will not be held responsible for items left at any of our venues.

**15. Can my event go later than 10pm?**

Due to SBG being situated nearby a residential area and out of courtesy to our neighbours, all standard rental times across all venues elapse at 10pm.

**16. Can we provide our own alcohol? Is there any corkage charge?**

Yes. Please liaise directly with your caterers on your event beverages options. We do not charge any corkage charge for alcohol. Do note that any alcohol beverages brought into the premises need to be disposed away from the venue and out from the Gardens.

**17. Are there any restrictions regarding themes and decorations?**

No physical damage must be done to our facilities, i.e. no drilling, hammering, sticking of tapes, using of blue-tack etc. Please only use strings and ribbons in the event when you need to affix anything on the wall. No ornaments or decorations can be hung on our trees and plants. Please consult our Operations team for further requests or requirements.

**18. Are we allowed to use our own electrical equipment in the venue?**

Yes, however, all electrical equipment is subject to approval. Please consult our Managing Agent's (1-Host) team for further details.

**19. Are we allowed to cook on-site?**

No open fire cooking or barbecues are allowed. Please consult our Managing Agent's (1-Host) team for the types of electrical equipment allowed in the venue.

**20. Can we smoke inside the venue or the garden?**

Smoking is strictly not allowed in the venue or the garden. Offenders will be liable to a \$2,000 fine.

**21. Can we have candles? If so, what are the restrictions?**

No. Candles are not allowed.

**22. Are we allowed to bring our pets for the event?**

Pets are not allowed inside the Function Hall and Function Room.

**23. How do I get to Botany Centre?**

By Bus:

via Orchard MRT (Orchard Boulevard)	7, 77, 106, 123, 174
via Holland Road	7, 75, 77, 105, 106, 123, 174
via Bukit Timah Road	66, 67, 151, 153, 154, 156, 170

By Vehicle:

*Via Holland Road from Orchard Road*

Turn right at the traffic light junction of Holland Road and Cluny Road, opposite Gleneagles Hospital. Make a left turn after the traffic light into Botany Centre basement carpark.

*Via Holland Road from Holland Village*

Turn left at the traffic light junction of Holland Road and Cluny Road, before Gleneagles Hospital. Make a left turn after the traffic light into Botany Centre. The carpark is located at the basement of Botany Centre.

*Via Evans Road*

Go straight until you pass by Visitor Centre, Singapore Botanic Gardens. Make a right turn into Botany Centre after traffic junction of Cluny Road and Taman Serasi. The carpark is located at the basement of Botany Centre.

**24. How do I get to Function Hall or Function Room?**

Function Hall is located on level 1 of Botany Centre, and Function Room is located on level 2 of Botany Centre. There are various staircase accesses and lift available to get to the venues.

**25. Can our guests use the carpark? If so, what are the charges?**

Electronic Parking System (EPS) is available at Basement 1 and 2 of Botany Centre, and can accommodate up to 230 lots. The parking charges are as follows:

7am to 10.30pm	\$0.02 per min (\$1.20 per hour)
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7pm to 10.30pm	\$2 per maximum cap
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The numbers of parking lots in each carpark are as follows:

Botany Centre : 230

**26. Do you provide complimentary parking coupons?**

No complimentary coupons will be provided.

**27. Can we have open fire cooking or barbecue in the venue or garden?**

No. The Gardens is a public attraction and we must ensure that your event will not impact the experience and safety of our visitors.

**28. Can we rent a venue at SBG for ticketed event or an event that is open to the public?**

SBG does not facilitate ticketed events, as it is possible for clients to lose control over who attends such events when tickets are made available to the general public. The Gardens is a public attraction and whilst they are open to the public, we must ensure that your event will not impact on the experience of our visitors.