

VENUE REQUEST FORM: COMMERCIAL / PRIVATE / NON-ART

PLEASE TYPE OR PRINT CLEARLY IN CAPITAL LETTERS

Registered name of Company / Individual's name as in NRIC or Passport:

Address:

Contact Person:

Tel:

Fax:

Email:

Name of Event:

Type of Event and Brief Summary:

Requested Hiring Date(s) and Time of Event:

UEN / NRIC or Passport No. for Individual:

GST Registration Number:

Proposed marketing launch date:

Do you intend to sell tickets? [] Yes [] No

Venue required:

[] Annexe Studio

DD/MM/YY:

Signature:

Company Stamp:

Thank you for taking the time to fill in our venue request form.

- 1) Venue Hire Requests may be submitted 12 months in advance
- 2) The Esplanade has the discretion to retain all materials, papers and images submitted, and is not liable for any unsolicited proposal or material.
- 3) We will respond as soon as possible. If you are working with specific deadlines please let us know.

*** Note: Hirers are not permitted to carry out any form of publicity, including ticket sales without a signed contract with Esplanade. Unless prior consent by Esplanade is obtained.**
as at 1 Apr 2017



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www.esplanade.com EsplanadeSG EsplanadeSingapore #esplanade

UEN: 199205206G Information correct at time of print.