

VENUE REQUEST FORM: PRIVATE

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:

[] Concert Hall (CH) [] Theatre (TH) [] Recital Studio [] Theatre Studio
[] Annexe Studio [] Outdoor Theatre [] Rehearsal Studio [] Roof Terrace
[] Waterfront Carpark [] The Lawn [] The Edge [] Waterfront Promenade

Only available for hire when there is no performance taking place

[] CH Main Foyer [] CH Suite [] TH Main Foyer [] TH Circle 3 Foyer
[] CH Circle 1 Foyer [] CH Premier Suite [] TH Stalls Foyer [] TH Suite
[] CH Circle 2 Foyer [] The Bay Room [] TH Circle 1 Foyer [] TH Premier Box A/B Suite
[] CH Circle 3 Foyer [] TH Circle 2 Foyer [] The Tall Room

I, the undersigned, verify that the above information is accurate and I understand that this venue hire request form does not in any way constitute a booking agreement. I consent to allow The Esplanade Co Ltd (TECL) to collect, use, disclose and/or process my personal data for the purpose of my venue rental interest at Esplanade. I also agree to the terms stated in the Data Protection Policy (available on our website, <http://www.esplanade.com>) and confirm that all information provided is accurate and complete.

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 or specifically, 6 months in advance for Theatre booking.
- 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



1 Esplanade Drive, Singapore 038981
venues@esplanade.com

Tel: 6828 8222 Fax: 6337 3633

www.esplanade.com

EsplanadeSG

EsplanadeSingapore
#esplanade

UEN: 199205206G Information correct at time of print.