

SAA GLOBAL EDUCATION

Training Arm of the Institute of Certified Public Accountants of Singapore

MAIN CAMPUS @ CPA HOUSE

ROOMS	CAPACITY	RATE PER HOUR		LOCATION
		WEEKDAYS	WEEKENDS	
CLOVER 1 CLOVER 2 ANGSANA 2	30 – 40 pax	\$70	\$90	ADDRESS: 20 ALJUNIED ROAD, CPA HOUSE #01-04 SINGAPORE 389805 BY MRT  : ALJUNIED MRT STATION BY BUS  : ALJUNIED ROAD 20, 40, 62, 63, 64, 84, 100, 155 & 158 SIMS AVENUE 2, 13, 20, 21, 26, 51, 62, 63, 67, 84, 100, 158 & 864 FOR ENQUIRES ON RENTAL & FACILITIES, PLEASE CONTACT: • Serene – 6597 5668 or serene.teang@saa.org.sg • Elis – 6597 5715 or elis@saa.org.sg
PINE 1 PINE 2	60 pax	\$90	\$110	
PINE 3	90 pax	\$120	\$140	
ANGSANA 1 ANGSANA 3	130 pax	\$140	\$160	
AUDITORIUM 1 & 2	170 pax	\$170	\$190	
COMPUTER LAB	20 pax	\$160	\$190	

CITY CAMPUS @ RAFFLES QUAY

TRAINING ROOM 2	50 pax	\$140	\$160	ADDRESS: 6 RAFFLES QUAY #23-00 SINGAPORE 048580 BY MRT  : RAFFLES PLACE MRT STATION BY BUS  : 10, 57, 70, 97, 100, 107, 130 & 520 FOR ENQUIRES ON RENTAL & FACILITIES, PLEASE CONTACT: • Yvonne–6532 5312 or yvonne@saa.org.sg
TRAINING ROOM 1 TRAINING ROOM 3	80 pax	\$160	\$180	

*All rates are subject to prevailing GST rates.

*Prices are inclusive of equipment such as LCD Projector, Visualizer, Wireless Mic. System, Whiteboard & Markers.

*ICPAS members will enjoy a 10% discount on room rental

STANDARD SESSIONS FOR BOOKING OF TRAINING ROOM

MORNING	AFTERNOON	EVENING	FULL DAY
8.30am – 12.30pm	1.30pm – 5.30pm	6.30pm – 10.30pm	8.30am – 5.30pm

APPLICATION FOR USE OF TRAINING ROOMS

Applicants are required to read the Terms & Conditions on the reverse side of this form.

I. DETAILS OF ACTIVITY

Activity _____

Date _____ Time Period _____ to _____ No of Pax _____

Additional Facilities Required _____
(Please refer to the rental rates)

II. PARTICULARS OF APPLICANT

Company Name _____ Business Registration No. _____

Registered Address _____ Tel (O) _____

Fax No _____

HP / Pg _____

Mailing Address _____

Nature of Business _____

Authorised Personnel _____ Designation _____

NRIC/PP no _____ Citizenship _____

III. DECLARATION

I declare that the information given above is true and correct. I have read and will abide by the Terms & Conditions. I accept that SAA-GE reserves the rights to cancel the booking at anytime and refund the full payment.

Official Stamp of Company _____

Date _____

Signature _____

For Office Use Only

Company Name _____ Room Allocated _____

Activity _____ Date/Time Period _____ No of Pax _____

Additional Facilities Allotted _____

Confirmed by Bursar _____

Signature _____

Date _____

VERIFIED BY: _____
NAME & SIGNATURE

Terms and Conditions

1. Application

Each application:

- 1.1 Each application form must be completed in full, where items are not applicable, a NA or NIL should be used.
- 1.2 Must be submitted at least two (2) weeks before event.
- 1.3 Is accepted on a first-come-first-served basis and is subject to the availability of rooms.

2. Responsibilities

The applicant is:

- 2.1 Responsible for damages and cleanliness to the premises, apparatus, fittings, etc. Cost of repairs and cleaning will be charged upon assessment by SAA-GE.
- 2.2 Responsible for the conduct and behaviour of guests and participants.

3. Cancellation

The Academy:

- 3.1 Reserves the right to approve or reject any application and amend the Terms and Conditions without notice.
- 3.2 Reserves the right to cancel any booking. In such an event, it will refund the rental.
- 3.3 Will forfeit the rental for any subsequent cancellation of the booking by the applicant without notice.
- 3.4 Will refund the rental if written notice of cancellation is received seven (7) days before the event.

4. Use of Premises

The Academy does not allow:

- 4.1 Any food or drinks to be served without its permission.
- 4.2 Corridors, aisles and exits to be obstructed.
- 4.3 Animals or pets within the premises.
- 4.4 External fixtures to be used on any part of the premises.
- 4.5 Electrical apparatus or any other fittings that may cause danger of damage to the premises.
- 4.6 Smoking within the building.
- 4.7 Excessive noise in the corridors outside classrooms or within classrooms.
- 4.8 Rental will be based on the Academy's classroom style layout.

5. Disclaimer

SAA-GE shall not liable for any damages or loss of property and injury or loss of life within the premises and in the vicinity.