

Email to:

**Social Service Institute**

298 Tiong Bahru Road, #18-01

Central Plaza, Singapore 168730

Tel: 6589 5555 Fax: 6589 5540

Email: socialserviceinstitute@ncss.gov.sg



## Facility Booking Request Form

### A. REQUESTOR'S DETAILS

Name	_____	Contact Number	_____
Designation	_____	Email Address	_____
Organisation	_____		
Mailing Address	_____		

### B. BOOKING RATES & DETAILS

Layout	Facility	Capacity	Mon-Fri (1/2 day)	Mon to Fri (Full day)	Mon-Fri (Evening)	Sat (1/2 day)	Sat (Full day)
Cluster	1 Room	Up to 25 pax	\$340	\$680	\$620	\$620	\$960
Cluster	2 Rooms Combined	26-50 pax	\$680	\$1,360	\$960	\$960	\$1,640
Cluster	Auditorium	Up to 60 pax	\$1,040	\$2,080	\$1,320	\$1,320	\$2,360
Theatre	Auditorium	Up to 150 pax	\$1,040	\$2,080	\$1,320	\$1,320	\$2,360

**Notes:**

- Any booking requests beyond office hours or on weekends will be subject to approval and incur additional admin fee:  
For evening/Saturday bookings (after office hours), an additional administrative fee of \$280 (half day) will apply. Full day will be \$560.
- NCSS Members and MSF will enjoy discounted rates. Please contact us at [socialserviceinstitute@ncss.gov.sg](mailto:socialserviceinstitute@ncss.gov.sg) for details. Other Ministries & Government Agencies will be charged at the cost indicated in the table.
- Booking rates and administrative fee stated are before GST.
- SSI will provide 30 mins additional set up time.
- Cancellation policies can be found in clause 5 of the ["Terms and Conditions"](#).
- For a list of items provided under the booking of facilities, please refer to <https://www.ssi.gov.sg/resources/meetings-events/>

**C. TO BE COMPLETED BY THE REQUESTOR**

	Type of Facilities		
	Training Room	Large Training Room	Auditorium
No. of Rooms required			
Date(s) of Booking			
Time Required ( <i>Time: to Time:</i> )			
Purpose of Booking (Please ☑ in the box)	<input type="checkbox"/> Meeting <input type="checkbox"/> Networking Event <input type="checkbox"/> Award Ceremony <input type="checkbox"/> Corporate Retreat <input type="checkbox"/> Corporate Training Others (Please specify):		
Programme/Event Title			
Expected No. of Participants			
Guest-of-Honour and/or *Special Requests ( <i>if applicable</i> ) *subject to availability & approval			
Request to tour the premises	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

**D. ACKNOWLEDGMENT**

I declare that all information provided in this request form is true and correct to the best of my knowledge. I have read the terms and conditions governing the application and use of facilities at the Social Service Institute at [www.ssi.sg/Facilities-Booking](http://www.ssi.sg/Facilities-Booking), and agree to abide by it.

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 Name and Signature of  
 Requestor  
 Date:

 Name and Signature of  
 Requestor's HOD/Supervisor  
 Date:

Organisation Stamp

**E. FOR OFFICIAL USE**

Date Received: \_\_\_\_\_

Room(s) Allocated: \_\_\_\_\_

Recommended by: \_\_\_\_\_

Booking Rate: \$ \_\_\_\_\_

**Approved / Not Approved\***

TMM Schedule: \_\_\_\_\_

\_\_\_\_\_  
Name & Signature