

SOTA VENUE BOOKING REQUEST FORM		
CONTACT DETAILS		
Company Name:	Contact Person:	
Company Registration No:	Designation:	
Address:	Tel:	
	Email:	
Company Type: <input type="checkbox"/> Non-Profit Organization (Singapore registered NPO) <input type="checkbox"/> Non-NPO		
EVENT DETAILS		
Venue Required:	<input type="checkbox"/> Concert Hall <input type="checkbox"/> Drama Theatre <input type="checkbox"/> Studio Theatre <input type="checkbox"/> Gallery	
Event Title:		
Event Type:		
Ticket Sales:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Event Description:		
Date and Time: (Proposed Event Schedule)	Rehearsal(s) Date/Time: Performance(s) Date/Time:	
No. of Performers:		
Expected No. of Attendees:		
DECLARATION		
I, the undersigned, hereby declare that the above information is accurate and I understand that this Venue Booking Request Form does not in any way constitute a booking agreement.		
Name and Signature	Designation	Date

Note: All Venue Hire Rates and Ticket Commission are based on published rate as at date of Event.

Please complete this Venue Booking Request Form and submit to venuebookings@sota.edu.sg

We will respond within 14 working days upon receipt. Please note that all bookings are subject to approval and confirmation.

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