

SOTA Venue Bookings

Frequently Asked Questions

How can I find out more about the venues in SOTA?

You can find out more about the venues on SOTA website [here](#), which has information on venue hire rate card, technical specifications, stage plan, seating plan, hirer handbook and terms & conditions. <https://www.sota.edu.sg/venues-and-retail#venues>

How do I make a venue booking?

Please complete the Booking Request Form [here](#) and we will be in touch with you within 3 working days to find out more about your booking request, check on venue availability and arrange for a recce. After the recce, we would be able to provide a cost estimate based on your requirements for your further review and the letter of offer to be signed with deposit payment to be made within 14 days to confirm the venue booking.

How far ahead in the year can I book the venue?

We are able to receive booking requests 12 months in advance. Venue bookings for the next calendar year are available from early March in the current year. Please complete the Venue Booking Request Form and we can then advise on venue availability.

I need to make a booking urgently. How do I proceed?

Please submit the completed Booking Request Form at least 1 calendar month before the start of your intended booking date, we regret that we are unable to accept last minute bookings.

What is the minimum booking?

As a general guide, a minimum of at least 4hrs Performance block is required for any venue booking. However for most events this would be insufficient as shows would typically need setup, rehearsal, preset, show and strik time.

The venues are at their default state before the start of any booking. Venue setup would need to be included in your booking schedule as the venue is transformed from its default setting to your preferred set up based on your event requirements. At the end of your event, the venue would need to be reset to its default setting. These time and costs would be factored into your venue booking hours and manpower charges

How much does it cost to rent a venue?

The cost varies depending on your event requirements. Please complete the Booking Request Form [here](#) and state down your requirements so that we can better advise you on the estimated cost.

For information on venue capacity, configuration, rates & charges, you may refer to our website at www.sota.edu.sg. Please note that manpower, equipment and consumables are charged separately.

Are there other additional charges for booking a venue?

Other than the venue hire fees, you would need to factor in costs for Production Services, which includes manpower, additional equipment that are chargeable as listed in the rate card.

Does SOTA have a package for Corporate events?

No, we work out the costs based on your event requirements as every event is unique.

Is there any booking discount?

You can enjoy NPO rates for venue hire if your company is a registered society or NPO.

Can I book the venue for filming?

Yes, please note that a minimum booking of 4 hours based on performance rental rates is required for filming and on top you need to factor in setup and strike time according to your usage requirements. Technicians, moving lights, projector, etc are chargeable separately. You may refer to respective venues' rates card at <https://www.sota.edu.sg/venues-and-retail>

Can I book the outdoor spaces?

Yes, the West Plaza Steps and Outdoor Event Spaces are suitable for events, roadshows, etc. The West Plaza Steps has a minimum 4 hours booking. The outdoor event spaces requires a minimum 3 consecutive days of booking. Please send your enquiry via the Booking Request Form [here](#)

Can I book the foyer spaces?

Subject to availability, please contact us for more information via the Booking Request Form [here](#)

What kind of events can be held at SOTA venues?

Orchestra concerts, choral presentations, theatre productions, dance performances, art exhibitions, corporate events, product launches and seminars. For any other events, please send your enquiry via the Booking Request Form [here](#)

What kind of events are not suitable to be held at SOTA venues?

Events and/or performances with content that is deemed controversial, provocative or offensive in nature. For exhibitions, artworks and/or publicity materials should not be suggestive and/or sexual in nature, contain expletives, of contentious racial or religious issues/references, prompting violent, anti-government, anti-religious sentiments, or portrayal of political or sexual orientation references, alternative sexualities, fetishes or addictions.

Can I book the venue for my weekly/ monthly studio rehearsals, for one whole year?

The venues are performance spaces, and are not suitable for a regular studio sessions rehearsal. For any rehearsal in the venue, it is tied to a production held at the venue.

Can I do a classroom setting for my event?

Most of our venues have fixed seats and it is not possible to convert the space into a classroom setting. The only venue that is possible is the Gallery however hirers need to provide their own inventories like tables, chairs, microphones, speakers, projector, white board, etc.

What are the permit/licence and insurance requirements? Where do I obtain them?

We wish to highlight that all rental of our performing space require a valid Public Liability Insurance of at least \$1Mil coverage. You would need to apply for an IMDA Arts Entertainment Licence for performances, arts presentations and exhibitions. If there will be music played as part of the event, you may need to check with COMPASS to obtain the necessary permit.

Public Liability Insurance - you may engage your own preferred insurer
IMDA Arts Entertainment Licence - IMDA website
Compass (if applicable) - COMPASS website

Can I view the venue before booking?

You may explore the venues virtual tour for better visual references [here](#)

For an on-site venue recce, an appointment must be made in advance. We are able to schedule a site recce from Monday through Friday from 9am to 5pm. Please complete the Booking Request Form [here](#) so that we can contact you to make an arrangement.

Does SOTA help to promote my event/show?

If you have an existing online page of your event/show, we can help to publish the event at our Facebook page at <https://www.facebook.com/sotavenues>.

On top of that we are able to accept arts related printed brochures for display at our venues. You may send the brochures (not more than 500pcs) to SOTA, Level 5, Administration Office, addressed to Office of Venue Management. Please note that the maximum size of brochure shall not exceed standard DL size.

Is it compulsory that I have to use SOTA's technicians?

It is compulsory to use SOTA's technicians for most of the event/show. For certain events/shows, you are allowed to use your own technicians together with SOTA's technicians.

Is there WIFI in the venue?

Yes, WIFI is available in the venue mainly for light internet browsing. You need to make arrangements for your own service provider if your event requires intensive use for live streaming or as part of the audience engagement such as Q&A exchange via online platform.

Is overnight setup allowable?

No, all works for setup are only allowable from 7am to 11pm.

When is my rehearsal time?

Rehearsal can only start after the completion of your stage and lighting setup. You need to factor in a feasible amount of rehearsal time according to your show/ event's requirements.

Do I need to have my event ticketed?

Yes, tickets are required for events held at SOTA venues. You may appoint your own preferred ticketing agent. Ticket sales commission is applicable if the commission is more than the performance block venue hire booking.

Will SOTA ushers manage my registration table?

SOTA ushers are designated to assist with audiences in the venue and general crowd control and admission queue management at the foyer. Ushers will help to set up the table with skirting and chairs, however you would have to allocate your own manpower for your event registration.

Does SOTA have a list of approved F&B caterers?

No, you can appoint whoever you want but make sure that they have the required food licences to be able to serve food.

Can I serve or sell alcoholic drinks and liquor?

Alcoholic drinks and liquor are allowed to be served at F&B reception at the foyer area. However no branding and marketing of the brand of the alcoholic drinks and liquor are allowed.

Is parking available in SOTA?

Yes. SOTA carpark has limited lots, parking information can be found [here](#)

Hirers are allowed up to 4 complimentary parking per day as part of the booking.

SOTA's carpark is open for public parking, and can be accessed via Zubir Said Drive ([locate us](#)).

Hourly parking is not available for motorcycles.

Parking Rates

7:00am to 5:59pm: \$2.50 per hour

6:00pm to 2:00am (next day): \$5.00 per entry

2:01am to 6:59am: \$5.00 (additional flat fee for overnight parking)

Lost Cashcard

\$30.00

All parking rates are inclusive of the prevailing GST rate.