SINGAPORE YOUTH FESTIVAL 2026 - CHOIR REHEARSAL BOOKING REQUEST FORM (PHASE 2)

Submission for Phase 2 commences on 10 December 2025, 12pm.
Submission (Phase 2) is based on a first-come-first-served basis.

Booking Process
- Download and complete the SYF 2026 Rehearsal Venue Booking Request Form (Phase 2) – Choir Rehearsal.
- Refer to balance rehearsal dates/blocks on SOTA website www.sota.edu.sg/syf2026.
- You may fill in up to 5 choices (date/block) within the allocated SYF Choir rehearsal period.
- You will be assigned a slot based on the 5 choices you have indicated, on a first-come-first-served basis.
- If all 5 choices indicated are no longer available, you will be assigned the next best available slot.
- Submit the duly completed Phase 2 Booking Request Form in PDF format via email to syfbooking@sota.edu.sg
- Incomplete/ incorrect booking request form will be rejected.
- In the event of multiple submissions, only the latest booking request form submitted will be accepted.
- No sharing of rehearsal block is allowed.
- Phase 2 Submission is not valid for schools that had been allocated slots via ballot exercise.

Booking Confirmation
- A set of contractual documents will be sent to successful submissions.
- Endorsed original documents (hardcopy) must be returned to SOTA **within 14 days** from date of Letter of Offer, and full payment to be made within 14 days from the date of e-invoice.
- Failing which, the booking is void and the date/block will be released to the next school.
- Any missing documents will result in a delay in the issuance of e-invoice.

Rehearsal Venue and Backstage Passes
- The rehearsal venue is at SOTA Concert Hall, School of the Arts, 1 Zubir Said Drive, Singapore 227968
- Participants can alight at the drop-off point. There is strictly no parking or waiting at the drop-off point
- Parking facilities are available at SOTA, The Cathay, GR.ID and Parklane Shopping Mall.
- School representative may collect Backstage Passes from SOTA security counter (next to main drop-off on level 2) on rehearsal day. Please provide name of school and teacher, contact number, and photo identification for verification purpose
- Each school will be issued 6 Backstage Passes only.
- Backstage passes will only be available for collection 10 minutes prior to your booking time.
- All Backstage Passes must be returned to the security counter at the end of your booking block or a penalty of $50 per card will be imposed.

Rehearsal Time
- You are allowed into the venue only for the duration of your booking.
  - Setup/preparation time of approximately 15 minutes is required and this is part of the duration of your booking.
  - Please refer below for an example of detailed breakdown of your allocated time –
    E.g. For a Block A booking: 8.30am – 10.30am
    > Venue access from 8.30am, warm up, rehearsal (last 5-min signal at 10.10am)
    > 10.15am – 10.30am: Pack up / clearing of stage, leave the venue by 10.30am

- Ensure that your rehearsal ends at least 15 minutes before the end of your booking block, for your group to organise yourselves, pack up and leave the venue on time.
- A last 5-minute signal will be provided by the technician-in-charge nearing the end of last 15 minutes of your booking, thereafter, we will proceed to black out the stage lights to stop any further rehearsal.

Important Things to Note
- Teacher-in-charge to duly inform instructors of the rehearsal conditions, Venue Terms & Conditions and SYF 2026 Rehearsal Information.
- All settings will be preset to the SYF Presentation standards as sanctioned by the Ministry of Education (Arts Education Branch); requests for adjustments out of pre-determined settings will not be allowed.
- Only bottled plain water is allowed to be brought into the venue.
- All food items may be consumed at the foyer spaces outside the venue.
- Please ensure that all unwanted items are properly disposed.

SYF 2026 REHEARSAL VENUE BOOKING REQUEST FORM (PHASE 2) – CHOIR REHEARSAL

(All fields are compulsory, incomplete forms will be rejected without prior notice)

Name of Institution: _____

Address: _____ Postal Code: _____

Contact Person: (Mr/Ms/Mrs/Mdm) _____ Designation: _____

Tel: _____ Mobile: _____ Email: _____

Payment Terms:

Please tick ✓ to indicate your choice:

1) ☐ E-Invoice - Department   : _____

   - Sub-business Unit: _____ (4-Digit Code)

   - Attention To   : _____

2) ☐ PayNow
   UEN Code: 200500775CSCH

   *Billing Period: 2026

Event Title: <u>**SYF Choir Rehearsal 2026**</u>

Venue: SOTA Concert Hall

Date:
1: _____ (Date) _____ (Block)

2: _____ (Date) _____ (Block)

3: _____ (Date) _____ (Block)

4: _____ (Date) _____ (Block)

5: _____ (Date) _____ (Block)

<u>**MUST**</u> **fill in at least one preferred date/block.** <u>**NO**</u> **multiple date/blocks per line.**
<u>**NO**</u> **sharing of booking block is allowed.**

Time Slots:
Block A   8.30am to 10.30am
Block B   10.30am to 12:30pm
Block C   12.30pm to 2.30pm

Block D   2.30pm to 4.30pm
Block E   4.30pm to 6.30pm
Block F   6.30pm to 8.30pm

Cost:
<u>Monday to Thursday</u>
$1,496.00 per block, subject to prevailing GST*

<u>Friday, Saturday, Eve of Public Holiday and Public Holidays</u>
$2,096.00 per block, subject to prevailing GST*

Note:
* Booking includes Steinway D Concert Grand piano usage and technicians.
* Invoice will show the detailed cost breakdown of venue rental and/or venue rental with surcharge, technicians and piano rental.

- Return the completed form to syfbooking@sota.edu.sg
- Date and block will be assigned based on the 5 choices indicated on the form, subject to availability.
- If all choices indicated have been taken, the allocation will be based on next available slot.
- Letter of Offer will be sent out from 17 December 2025; endorsed Letter of Offer to be returned to SOTA within 14 days.
- Full payment to be made within 14 Days from the date of e-invoice, failing which the offer shall be void.
- No sharing of booking block is allowed. Technicians and piano are compulsory.
- All rates above are subject to prevailing government taxes.
- **Setup/preparation time of approximately 15 minutes is required and this is part of the duration of your booking.**
- <u>**Rehearsal to end at least 15 minutes before end of booking time to allow time for students to pack up and leave the venue on time.**</u>
- Teacher-in-charge to duly inform instructors of the rehearsal conditions, Venue Terms & Conditions and SYF 2026 Rehearsal Information.
- Please refer to the SYF 2026 Rehearsal Information for more details.

I, the undersigned, hereby declare that the above information is true and accurate, and I understand that this booking request does not in any way constitute a booking agreement.

_____   _____   _____   _____
        Name   Signature   School Stamp   Date