

## SINGAPORE YOUTH FESTIVAL 2026 - WESTERN INSTRUMENTAL ENSEMBLE 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 Booking Request Form (Phase 2) – Western Instrumental Ensemble Rehearsal.
- Refer to balance rehearsal dates/blocks on SOTA website [www.sota.edu.sg/syf2026](http://www.sota.edu.sg/syf2026)
- You may indicate up to 5 choices (date/block) within the allocated SYF Western Instrumental Ensemble 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](mailto: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 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.
- Schools to submit teachers' names and contact numbers at least one week before rehearsal day.
- 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 purposes.
- Each school will be issued six (6) Backstage Passes.
- 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. Please take note that:
  - Setup/preparation time of approximately 15 minutes is required and it is part of the duration of your booking.
  - Please refer below for an example of detailed breakdown of your allocated time: –
    - E.g. Block A booking: 8.30am – 10.30am
    - > 8.30am – 8.45am: Setup/ stage preparation\*
    - > 8.45am – 10.15am: Actual rehearsal
    - > 10.15am – 10.30am: Pack up/ clearing of stage, leave the venue by 10.30am

*\*No participants will be allowed on stage during this period. Technicians will inform you once the stage is ready for use. Setup time may vary in accordance with each group's instrumental arrangement.*

- Ensure that your rehearsal ends at least 15 minutes before the end of your booking block, for your group to organize 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)**  
**WESTERN INSTRUMENTAL ENSEMBLE 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: \_\_\_\_\_ Type of Instruments: \_\_\_\_\_

**Payment Terms:**

Please tick ✓ to indicate your choice:

- 1.) ☐ E-Invoice - Department : \_\_\_\_\_ 2) ☐ PayNow  
 - Sub-business Unit: \_\_\_\_\_ (4-Digit Code) UEN Code: 200500775CSCH  
 - Attention To : \_\_\_\_\_

\*Billing Period: 2026

**Event Title:** SYF Western Instrumental Ensemble Rehearsal 2026

**Venue:** SOTA Concert Hall

**Date:** 1: \_\_\_\_\_ (Date) \_\_\_\_\_ (Block)  
 2: \_\_\_\_\_ (Date) \_\_\_\_\_ (Block)  
 3: \_\_\_\_\_ (Date) \_\_\_\_\_ (Block)  
 4: \_\_\_\_\_ (Date) \_\_\_\_\_ (Block)  
 5: \_\_\_\_\_ (Date) \_\_\_\_\_ (Block)

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

**Time Slots:** Block A 8.30am to 10.30am Block D 2.30pm to 4.30pm  
 Block B 10.30am to 12.30pm Block E 4.30pm to 6.30pm  
 Block C 12.30pm to 2.30pm Block F 6.30pm to 8.30pm

**Cost:** Monday to Thursday Piano (optional):  
 \$944.00 per block (without piano), subject to prevailing GST\* \$600.00 per block, subject to prevailing GST\*  
Friday, Saturday, Eve of Public Holiday and Public Holidays  
 \$1,544.00 per block (without piano), subject to prevailing GST\* **Do you need a piano? ☐ YES ☐ NO**

Note:

\* Booking includes of technicians. Invoice will show the detailed cost breakdown of venue rental and/or venue rental with surcharge and technicians and piano (if any)

- Return the completed form to [syfbooking@sota.edu.sg](mailto: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 best available slot.
- Letter of Offer will be sent out from 17 December 2025 onwards; 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 are compulsory.
- All rates above are subject to prevailing government taxes.
- **Setup/preparation time of approximately 15 minutes is required and it is part of the duration of your booking.**
- **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.**
- 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