

**408 North Bridge Road, #02-02, Singapore 188725**

**Tel:** **6635 8116 *talktous@dioworksgroup.com***

**FACILITIES AND ROOM RENTAL FORM (ANNEX A)**

1. *Fill up the booking form and submit to us at* ***talktous@dioworksgroup.com***
2. *Dioworks will reply with a quotation.*
3. *If the quotation is agreeable, secure your booking by making payment and sending us the signed form.*

**Name:**

**Contact Number:**

**Email Address:**

**Please indicate your interest in rental of room/equipment and service by ticking the relevant boxes**

|  |  |
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|  | **Description of Rental Facilities** |
|  | Training Room (*Up to 15 pax*)\*Projector, VGA/HDMI cable only, markers, duster, white board / easel, tables and chairs |
|  | Training Hall *(Up to 40 pax)*\*Projector, VGA/HDMI cable only, markers, duste , white board / easel, tables and chairs |
|  | Hot-desk for 1 personTable and chair. Free WiFi. |
|  | Voice-over RoomTable and chair, desk top, recording equipment |
|  | Green Screen FacilitiesHall, Green Screen |
|  | Light Board FacilitiesHall, light board,1 spot light and markers |
|  | TeleprompterUsed at MOOC haus only with assistance from a crew member |
|  | Camera and Audio System2 cameras, audio system and 1 crew |
|  | Service of 2 set crew To operate the camera, audio system and/or teleprompter |
|  | Basic package (1 hour green screen usage, lights, audio system, teleprompter, 2 cameras, 2 crew) |
|  | Half day package (4 hours green screen usage, lights, audio system, teleprompter, 2 cameras, 2 crew) |
|  | 20-hour training room scheme for main hall/ small meeting rooms |
|  | 30-hour training room scheme for main hall/ small meeting rooms |

*\*Number applicable to events where participants do not need the use of tables*

**Please provide us with the following details:**

* Date and Day of Rental:
* Time of Rental:
* Duration of Rental:
* Number of chairs required*:*

*(if applicable)*

* Number of tables required:

 *(if applicable)*

* Remarks on Seating Arrangement/ Special Requests:

**For block booking, please indicate dates and time of sessions on the table:**

|  |  |
| --- | --- |
| Dates of Sessions | Time of Sessions |
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**QUOTATION AND PAYMENT FORM (ANNEX B)**

**Booking Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Payment Breakdown (To be filled out by Dioworks)** |
| **Items** | **Amount Due** | **Date of Payment** | **Payment Details** |
| Training Room *(up to 15 pax)\** |  |  |  |
| Training Hall *(up to 40 pax)\** |  |  |  |
| Hot-Desk |  |  |  |
| Voice-Over Room |  |  |  |
| Green Screen Facilities |  |  |  |
| Light Board Facilities |  |  |  |
| Teleprompter |  |  |  |
| Camera and Audio System |  |  |  |
| Service of 2 set crew  |  |  |  |
| Basic package |  |  |  |
| Half day package |  |  |  |
| 20-hour training room scheme  |  |  |  |
| 30-hour training room scheme |  |  |  |
| Weekend Surcharge |  |  |  |
| Cleaning fee (*applicable to events with buffet option)* |  |  |  |
| Total payment due |  |  |  |

*\*Number applicable to events where participants do not need the use of tables*

***I accept the quotation and hereby confirm the booking.I have also read and agreed to the terms and conditions of rental.***

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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| ***Official use only:*** Booking received by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Confirmation approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Receipt number issued: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date issued: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Remarks: |