

Main Campus @ Seletar Aerospace Training Complex

70 Seletar Aerospace View, Seletar Aerospace Training Complex, Singapore 797564 and Free Carpark Facility

Please Contact: Shandy Chen - Sales/Marketing Manager, Tel: 6603 6603, Email: shandychen@attc.edu.sg

S/N	Room Type	Level	Floor Area	Maximum Capacity	Monthly Full Day Rate S\$	Published Full Day Rate S\$ (9am - 5pm)	Published Half Day Rate S\$ (9am -12pm or 2pm - 5pm)	
			(in sq. metres)					
1	Auditorium	3	168	100	O n R e q u e s t	\$500.00	\$250.00	
2	Classroom 1	2	58	39		\$300.00	\$150.00	
3	Classroom 2	2	39	26		\$200.00	\$100.00	
4	Classroom 3	2	38	25		\$200.00	\$100.00	
5	Classroom 4	2	40	26		\$200.00	\$100.00	
6	Classroom 5	2	54	36		\$300.00	\$150.00	
7	Classroom 6	2	33	22		\$200.00	\$100.00	
8	Classroom 7	2	33	22		\$200.00	\$100.00	
9	Classroom 8	2	33	22		\$200.00	\$100.00	
10	Classroom 9	2	33	22		\$200.00	\$100.00	
11	Classroom 10	2	36	24		\$200.00	\$100.00	
12	Classroom 11	2	45	21		\$400.00	\$200.00	
13	Conference Room	1		16		\$250.00	\$125.00	
14	Half Hangar	1	Half Hangar Rental On Request					

SIAE Members @ 10% discount



Auditorium @ Level 3



Conference @ Level 1



Hangar



Classroom @ Level 2



Classroom @ Level 2

Terms & Conditions

- 1) For **Evening bookings 7pm to 10pm** an additional administrative fee of **\$100** applies. NOTE: Currently only available on Mondays, Wednesdays & Fridays
- 2) **Saturdays bookings** are subject to approval and there will also be an **additional administrative fee of \$200 (full-day)/\$120 (half-day)**
- 3) Facilities are **not available for booking on Sundays.**
- 2 All our 11 training rooms and hubs are equipped with:
- A/V Equipment, LCD Projects & WhiteBoard
- 3 Auditorium is equipped with:
LCD Projector, Projector Screen, WhiteBoard, Speaker System, Wireless Microphone
- 4 Conference Room Level 1, is equipped with:
LCD Projector, Projector Screen, WhiteBoard, FlipChart, Water Dispenser, Hot Flask, Wine Freezer
- 5 Payment will be upon receipt of Invoice from our Finance Department prior to the commencement of the booking
- 6 Cancellation Fee will be 50% of the booking fee
- 7 Fill up the [Facility Request Form](#)
- 8 Fill up the [Name List](#) Template (Please fill up the form accordingly)
- 9 Food & Beverage is not inclusive



FACILITY REQUEST FORM

REQUESTED BY:

Name: _____ NRIC No.: _____

Facility: _____ (Classroom/Auditorium/Conference Room/Boardroom*)

Purpose of Request: _____

Date Required: _____ Duration: _____

Person-In-Charge: _____ NRIC: _____
(If different from requestor)

Contact Number: _____

Standing Instructions:

1. The Person-In-Charge (PIC) is to ensure that, in the event of a fire, the attendees assemble at the College car-park and have their attendance taken.
2. No food / drinks are allowed in the classroom.
3. Attendees are to sign In and sign Out on the Attendance Record sheet.
4. Attendees are to be decently dressed.
5. PIC is to ensure that the air-conditioning and lights are switched off before leaving.
6. PIC is to ensure everyone is accounted for before locking the main door.
7. The Attendance Record sheet has to be returned to Admin for record-keeping the following day.
8. No unauthorised guest (such as friends and relatives) is allowed into the College premises.
9. Others: _____

I agree to abide by the above-mentioned instructions. The name-list of the attendees is attached.

SIGNATURE: _____ DATE: _____

NAME: _____

APPROVED BY:

SIGNATURE: _____ DATE: _____

NAME: _____

APPOINTMENT: VP(Technical) / Managing Director *

Instructions (for Admin use only):

1. Once approved, a photocopy is to be issued to the Requestor / PIC
2. The original will be filed with Admin Officer
3. Prepare a copy of the attendance list (to be given to the PIC for the attendees to sign and to be returned as Attendance Record)

* Delete as appropriate