

## SICC Meeting Room Booking Form

### Booking Details

Name of Company:			
SICC Member:	Yes	No	
Contact Person:			
Email Address:			
Contact Number:	(Office)		(Mobile)
Room Name:	Members' Room	The 1837 Room	Committee Room
Date of usage:			
Time of usage:			
Attendance:			
Room Setup:	Boardroom	Theatre	Projector Required
Additional Remarks:			

### Terms and Conditions

- All requests for rental of facilities must be confirmed in writing and bookings will only be confirmed upon receipt of full payment.
- A non-refundable admin fee of \$50 will apply for each room booking
- In the event of a cancellation, the following charges will apply:
  - ❖ Less than five (5) working days prior to the event – 50% of total cost
  - ❖ Less than three (3) working days prior to the event or no-show – 100% of total cost
  - ❖ Postponement of the meeting is also deemed as a cancellation and cancellation charges would apply
- SICC reserves the right to impose any repair or cleaning charges to the booker for damage of facilities and/or equipment during the rental period.
- SICC will not be responsible for any damage to any property left unattended by the booker.
- Note: The Chamber operates from Mondays to Fridays, 9am to 5pm, excluding weekends and Public Holidays.

Please email the completed form to [membership@sicc.com.sg](mailto:membership@sicc.com.sg). For any queries, you may contact us via email or at +65 6500 0988.

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I hereby confirm the above booking details and will abide by the terms and conditions set out by the Singapore International Chamber of Commerce (SICC).

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Signature

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Company Stamp

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Date

