



SINGAPORE
CHINESE
CULTURAL
CENTRE

VENUE HIRE 场地租借



www.singaporeccc.org.sg

ABOUT US

The Singapore Chinese Cultural Centre (SCCC) aims to nurture and promote Singapore Chinese culture, and to foster mutual understanding among all ethnic communities of our multi-cultural heritage.

Opened by our Patron, Prime Minister Lee Hsien Loong on 19 May 2017, SCCC strives to become a hub for high-quality performances, exhibitions and cultural activities, and a lively and interactive platform for all ethnic communities to gather and interact with one another. New immigrants may also acquaint themselves with our local Chinese traditions and customs.

The Centre aspires to be a community institution for everyone to participate in and appreciate our distinctive Singapore Chinese culture, and to establish itself as a cultural landmark locally as well as in the region.



VISION

A vibrant Singapore Chinese culture, rooted in a cohesive multi-racial society.



MISSION

Nurture Singapore Chinese culture and enhance social harmony.



VENUE HIRE PROCESS

- 1) For usage of piano – 2 hours of quiet time is required for piano tuning (classified under Setup/Rehearsal booking).
- 2) For all event bookings, a 30-mins House Open and 30-min House Clear period is required.

Venues & Partnership

Checklist	Due Date	Completed
1. Check the availability of Singapore Chinese Cultural Centre (SCCC) venues with Venues & Partnership (V&P). 2. Please submit enquiry via SCCC online contact form. https://singaporeccc.org.sg/contact/	-	<input type="checkbox"/>
Complete Venue Hire Request Form (VHR) and email back to V&P.	14 working days to review and approve VHR	<input type="checkbox"/>
A Letter of Acceptance (LOA) is issued to the Hirer if the application is approved. Hirer shall make full deposit payment and return the signed Terms & Conditions to V&P.	14 working days from the receipt of LOA	<input type="checkbox"/>
Hirers may publicise their event only after SCCC received the signed Terms & Conditions and full deposit payment.	-	<input type="checkbox"/>

Production Coordination

Checklist	Due Date	Completed
1. Production Meeting (initiated by SCCC) 2. Details of foyer activities (if any)	Approximately 4 – 6 weeks before event	<input type="checkbox"/>
1. Production schedule 2. Technical rider 3. Event layout	5 working days before Production Meeting	<input type="checkbox"/>
1. Guest of Honour/VIP name list 2. Seating plan 3. Event programme rundown	14 working days before event	<input type="checkbox"/>
1. Contractor's pass form 2. Vehicle list (contractors and VIPs) 3. Risk assessment forms	14 working days before event	<input type="checkbox"/>

AUDITORIUM, LEVEL 9

表演厅，九楼

| **Capacity:** 533pax



Package	Standard Rates		Arts & Culture Rates	
	4-hour block	Additional hour or part thereof	4-hour block	Additional hour or part thereof
Event	\$4,000	\$1,050	\$2,800	\$735
Bump-in & Bump-out/ Setup/ Rehearsal/ Teardown	\$2,500	\$650	\$1,750	\$455
Dark Day	\$2,500 (per day)		\$1,750 (per day)	
Inclusive items: <ul style="list-style-type: none">• Sound & lighting equipment (as per Technical Brief)• Up to 4 wireless handheld microphones• Projection system x 1 unit (with projector screen)• 4 TV monitors at audience area• Rostrum with one microphone• Up to 1 pair of monitor speakers• 2 registration tables with 4 chairs• Display TV at foyer area• 2 Dressing rooms at Level 10• Up to 3 technicians• Up to 8 ushers (for Event)				



*All rates are subject to prevailing taxes.

Singapore Chinese Cultural Centre reserves the right to amend the above rental rates without prior notice.



MULTI-PURPOSE HALL, LEVEL 7

多功能礼堂，七楼

Capacity: 550pax (Banquet/Theatre/Classroom)



Package	Standard Rates		Arts & Culture Rates	
	4-hour block	Additional hour or part thereof	4-hour block	Additional hour or part thereof
Event	\$3,000	\$800	\$2,100	\$560
Bump-in & Bump-out/ Setup/ Rehearsal/ Teardown	\$2,000	\$550	\$1,400	\$385
Refuse Disposal Fee (with catering)	\$300 (per day)		\$300 (per day)	
Dark Day	\$2,000 (per day)		\$1,400 (per day)	
Package	Standard Rates (10am - 8pm)		Arts & Culture Rates (10am - 8pm)	
	7 Days	Additional daily rate	7 Days	Additional daily rate
Exhibition	\$10,000	\$1,600	\$7,000	\$1,120
Inclusive items: <ul style="list-style-type: none"> Up to 50 banquet tables with lazy susan or 50 rectangular tables (without table linen) Up to 550 banquet chairs (without seat covers) Sound & lighting equipment (as per Technical Brief) Rostrum with one microphone Up to 4 wireless handheld microphones Projection system x 3 units (with projector screen) 3 registration tables with 6 chairs Display TV at foyer area Up to 2 technicians Up to 2 ushers (for Event) 				



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RECITAL STUDIO, LEVEL 6

演奏室，六樓



Capacity: 120pax

Package	Standard Rates		Arts & Culture Rates	
	4-hour block	Additional hour or part thereof	4-hour block	Additional hour or part thereof
Event	\$800	\$250	\$560	\$175
Bump-in & Bump-out/ Setup/ Rehearsal/ Teardown	\$600	\$200	\$420	\$140
Inclusive items: <ul style="list-style-type: none"> • Sound & lighting equipment (as per Technical Brief) • Up to 4 wireless handheld microphones • Projection system x 1 unit (with projector screen) • Up to 120 banquet chairs (without seat covers) • Up to 10 music stands • Up to 10 musician chairs • 1 registration table with 2 chairs • Display TV at foyer area • Rostrum with one microphone • 2 Dressing rooms • 1 technician • Up to 2 ushers (for Event) 				



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CREATIVE BOX, LEVEL 6

创意室，六楼



Capacity: 120pax (Theatre: 100pax)

Package	Standard Rates		Arts & Culture Rates	
	4-hour block	Additional hour or part thereof	4-hour block	Additional hour or part thereof
Event	\$600	\$200	\$420	\$140
Bump-in & Bump-out/ Setup/ Rehearsal/ Teardown				
Package	Standard Rates (10am - 8pm)		Arts & Culture Rates (10am - 8pm)	
	7 Days	Additional daily rate	7 Days	Additional daily rate
Exhibition	\$5,000	\$800	\$3,500	\$560
Inclusive items: <ul style="list-style-type: none">• Sound system• Projection system x 1 unit (with projector screen)• Up to 10 rectangular tables (without table linen)• Up to 100 banquet chairs (without seat covers)• 1 registration table with 2 chairs• Up to 12 high stools• Up to 1 usher (for Event)• 1 technician				

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CONCOURSE, GROUND LEVEL

广场，地面层

| **Capacity:** 300pax



Package	Standard Rates		Arts & Culture Rates	
	4-hour block	Additional hour or part thereof	4-hour block	Additional hour or part thereof
Event	\$800	\$250	\$560	\$175
Bump-in & Bump-out/ Setup/ Rehearsal/ Teardown	\$600	\$200	\$420	\$140

Inclusive items:

- 1 technician
- Up to 200 plastic chairs
- 1 registration table with 2 chairs



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ROOF GARDEN, ROOFTOP 天台花园，顶楼天台



Capacity: 350pax

Package	Standard Rates		Arts & Culture Rates	
	4-hour block	Additional hour or part thereof	4-hour block	Additional hour or part thereof
Event	\$1,000	\$300	\$700	\$210
Bump-in & Bump-out/ Setup/ Rehearsal/ Teardown	\$500	\$200	\$350	\$140
Inclusive items: <ul style="list-style-type: none"> • 1 technician • 1 registration table with 2 chairs 				

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VIP LOUNGE, LEVEL 9

贵宾室，九楼

Capacity: 20pax



Package	Standard Rates		Arts & Culture Rates	
	4-hour block	Additional hour or part thereof	4-hour block	Additional hour or part thereof
Event	\$400	\$150	\$280	\$105



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OTHER EXTERNAL CHARGES

外部费用

Description	Price
Haze Machine	\$100 each
Use of Piano (inclusive of tuning)	\$300 each
Additional Tuning of Piano (SCCC assigned agent)	\$300 each
Manpower for installation & deinstallation of Dance Mat	\$800 each
Technical Crew	\$20 per hour
Technical Crew (2300-0800)	\$30 per hour
Usher	\$13 per hour
Transport Claim (2300-0800)	\$30 each
Concession Parking Passes (Weekday)	\$20 each
Concession Parking Passes (Weekend)	\$3.50 each
Refuse Disposal Fee (per bin)	\$300 each
Cinema System (SCCC assigned agent)	Subject to quotation
LED Wall System (SCCC assigned agent)	Subject to quotation
Additional Cleaning Fee	Subject to quotation



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NOTES

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Auditorium, Level 9



Multi-Purpose Hall, Level 7



Recital Studio, Level 6



Creative Box, Level 6



Concourse, Ground Level



Roof Garden, Rooftop



VIP Lounge, Level 9

路线指引 DIRECTIONS



By MRT 乘搭地铁

Shenton Way MRT (TE19)

Around 3-minute walk from Exit 3

Tanjong Pagar MRT (EW15)

Around 7-minute walk from Exit D (We are behind the Singapore Conference Hall)
(我们位于新加坡大会堂后方)

By Bus 乘搭巴士

Bus 10, 10e, 57, 97, 97e, 100, 131, 131A, 502, 971E, 982E (Opposite AXA Tower, Bus Stop B03217)

Bus 10, 10e, 57, 70, 75, 97, 97e, 100, 106, 107, 128, 130, 131, 131A, 133, 162, 167, 167e, 186, 196, 196A, 196e, 400, 402, 502, 513, 653, 654, 655, 656, 657, 700, 970 (From UIC Building, Bus Stop B03129)

新加坡华族文化中心

Singapore Chinese Cultural Centre

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