

FACILITY SPECIFICATIONS		
COURTYARD		
1	Location	Level 5
2	Capacity	90 pax standing
3	Area	271 sqm
4	Uses	Book & Product Launches, Wedding Solemnisation, Birthday Party & Buffet Reception
5	Hiring Schedule	Monday - Sunday 9.00am - 8.30pm Facilities are not available for rental on Public Holidays.
6	General Setup	Hirer must work with self engaged Event Company on the layout, supply and arrangement of setup.
7	Equipment Provided	2 Wireless Handheld Microphones 1 Portable Projector (3,000 Lumens) 1 Portable Screen [122cm (W) x 162.5cm (L) and diagonally 203cm]
8	Electrical	On planter area - 5 nos. 13amp single socket outlet single phase Hirer is to use Earth Leakage Circuit Breaker (ELCB) plug when tapping into in-house power supply to prevent power trip.
9	Loading	9.6kN/m² The Hirer is to ensure the setting is within the loading range.
10	Sound	Must not exceed 32 decibels (dB) This is to ensure that patrons at the Library are not disturbed. The Manager reserves the right to request the Hirer to tone down should the sound go beyond this level.
11	Public Access	Access via Level 1 Lift Lobby
12	Deliveries	Delivery / Pick-up of equipment to be done via Basement 2 Loading Bay thru Cargo Lift 6. Hirer is required to inform NLB the delivery load-in / load-out <u>at least 3 working days</u> before actual setup day.

13	Physical Address	100 Victoria Street, Level 5, National Library Building, S(188064) ** 5-10 mins walk from Bugis or Cityhall MRT Station
14	Location Map	May be obtained from www.onemap.sg
15	Parking Matters	<p><u>Car:</u> Mon - Sat (7am - 7pm) - \$1.20 for 1st half hour or part thereof (\$0.04 for each subsequent minute) Mon - Sat (7pm - 11.30pm) - \$0.02 per minute Sunday & Public Holidays (7am - 11.30pm) - \$0.02 per minute</p> <p><u>Motorcycle:</u> Mon - Sun & Public Holiday (7am - 11.30pm) - \$0.20 per hour & \$0.65 per day</p> <p>Grace Period is 15 minutes The Carpark Entrance and Exit will be closed at 11.30pm daily All rates are inclusive of <u>GST</u></p>

If you have any enquiries, please contact our Customer Service Officer at **6332 6066** (weekdays: 9.00am - 5.30pm)
or
email to **facilities_NL@nlb.gov.sg**