

| <b>FACILITIES SPECIFICATIONS</b> |                        |  |
|----------------------------------|------------------------|--|
| <b>EXHIBITION SPACES</b>         |                        |  |
| 1                                | <b>Location</b>        | Levels 7, 8 and 9  |
| 2                                | <b>Capacity</b>        | 80 pax standing  |
| 3                                | <b>Area</b>            | 126 sqm  |
| 4                                | <b>Uses</b>            | Exhibition   |
| 5                                | <b>Hiring Schedule</b> | Monday - Sunday<br>9.00am - 9.00pm<br><br>Facilities are not available for rental on Public Holidays.  |
| 6                                | <b>General Setup</b>   | Hirer must work with self engaged Event Company on the layout, supply and arrangement of setup.<br><br>Layout and all necessary drawings to be submitted to National Library Board for approval.   |
| 7                                | <b>Electrical</b>      | <u>On column</u> - 6 nos. of 13amp single socket outlet single phase<br><u>On skirting</u> - 8 nos. of 1 twin 13amp socket outlet single phase<br><br>Hirer is to use Earth Leakage Circuit Breaker (ELCB) plug when tapping into in-house power supply to prevent power trip. |
| 8                                | <b>Loading</b>         | <b>9.6kN/m<sup>2</sup></b><br>The Hirer is to ensure the setting is within the loading range.  |
| 9                                | <b>Sound</b>           | <b>Must not exceed 32 decibels (dB)</b><br>This is to ensure that patrons at the library are not disturbed.<br><br>The Manager reserves the right to request the Hirer to tone down should the sound go beyond this level.   |
| 10                               | <b>Public Access</b>   | Access via Level 1 Lift Lobby.   |
| 11                               | <b>Deliveries</b>      | Delivery / Pick-up of equipment to be done via Basement 2 Loading Bay thru Cargo Lift 6.<br><br>Hirer is required to inform NLB the delivery load-in / load-out <u>at least 3 working days</u> before actual setup day.  |

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| 12 | <b>Permit-to-Work</b>   | <p>Appointed vendor/events management company to submit Permit-to-Work form, Method of Statement, Risk Assessment Report, Single Line Drawings and any other supporting documents for clearance <u>at least 3 working days</u> before actual setup day.</p> <p>The Manager reserves the right to stop the setup if documents are not submitted.</p>   |
| 13 | <b>Physical Address</b> | <p>100 Victoria Street, Level 7, 8 and 9, National Library Building, S(188064)<br/> <b>**</b> 5-10 mins walk from Bugis or Cityhall MRT Station</p>   |
| 14 | <b>Location Map</b>     | <p>May be obtained from <a href="http://www.onemap.sg">www.onemap.sg</a></p>  |
| 15 | <b>Parking Matters</b>  | <p><b><u>Car:</u></b><br/> Mon - Sat (7am - 7pm) - \$1.20 for 1st half hour or part thereof (\$0.04 for each subsequent minute)<br/> Mon - Sat (7pm - 11.30pm) - \$0.02 per minute<br/> Sunday &amp; Public Holidays (7am - 11.30pm) - \$0.02 per minute</p> <p><b><u>Motorcycle:</u></b><br/> Mon - Sun &amp; Public Holidays (7am - 11.30pm) - \$0.20 per hour and \$0.65 per day</p> <p>Grace Period is 15 minutes<br/> The Carpark Entrance and Exit will be closed at 11.30pm daily<br/> 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**