

FACILITY SPECIFICATIONS		
POD		
1	Location	Level 16
2	Capacity	150 pax standing or 132 pax seated
3	Area	436 sqm
4	Uses	Book & Product Launches, Cocktail Receptions, Awards Ceremony, Birthday Party, Seminars/Workshops/Talks, Press Conference, Wedding Solemnisation
5	Hiring Schedule	Monday - Sunday 9.00am - 11.00pm Facilities are not available for rental on Public Holidays.
6	General Setup	Hirer is not allowed to put up any fixtures / devices (eg. Shades) without prior permission from NLB. Cooking is strictly prohibited. Only warming of food is allowed. The finished flooring to ceiling height in general spaces and the skylight is 3.8m and 6.8m respectively. The internal dimensions of Lift 7 is [2.6m(H) x 2.1m(L) x 2.1m(W)] The dimension of the lift door is [2.4m(H) x 2.1m(W)]
7	Furniture Provided	32 Red armchairs 100 Red plastic stackable chairs 20 Barstools 8 Coffee tables 5 Cocktail tables 2 Registration tables with 4 chairs 2 Additional tables 1 Rostrum
8	Equipment Provided	4 Wireless Handheld Microphones 1 Headset Microphone 1 Gooseneck Microphone 1 CD / DVD Player 1 110 Inch LG OLED Video Wall Display 12 pcs of Modular Stage 4m(L) x 3m(W) x 0.23m(H) 2 Flipchart Stands (no paper provided)

9	Electrical	<p><u>On wall</u> – 3 nos. of 2 twin 13amp socket outlet single phase</p> <p><u>On floor</u> – 7 nos. of floor boxes (each floor box consist of 1 twin 13amp socket outlet single phase)</p> <p><u>On skirting</u> - 9 nos. of 1 twin 13amp socket single phase</p> <p>Hirer is to use Earth Leakage Circuit Breaker (ELCB) plug when tapping into in-house power supply to prevent power trip.</p>
10	Loading	<p>9.6kN/m2</p> <p>The Hirer is to ensure the setting is within the loading range</p>
11	Sound	<p>Must not exceed 50 decibels (dB)</p> <p>This is to ensure that patrons at the Library are not disturbed.</p> <p>The Manager reserves the right to request the Hirer to tone down should the sound go beyond this level.</p>
12	Public Access	Access via Level 1 Main Lobby - Private access via Lift No. 7
13	Permit-to-Work	<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>
14	Deliveries	<p>Delivery / Pick-up of equipment to be done via Basement 2 Loading Bay thru private Lift 7.</p> <p>Hirer is required to inform NLB the delivery load-in / load-out at least 3 working days before actual setup day.</p>
15	Physical Address	<p>100 Victoria Street, Level 16, National Library Building, S(188064)</p> <p>** 5-10 mins walk from Bugis or Cityhall MRT Station</p>
16	Location Map	May be obtained from www.onemap.sg
17	Parking Matters	<p><u>Car:</u></p> <p>Mon - Sat (7am - 7pm) - \$1.20 for 1st half hour or part thereof (\$0.04 for each subsequent minute)</p> <p>Mon - Sat (7pm - 11.30pm) - \$0.02 per minute</p> <p>Sunday & Public Holidays (7am - 11.30pm) - \$0.02 per minute</p> <p><u>Motorcycle:</u></p> <p>Mon - Sun & Public Holidays (7am - 11.30pm) - \$0.20 per hour & \$0.65 per day</p> <p>Grace Period is 15 minutes</p> <p>The Carpark Entrance and Exit will be closed at 11.30pm daily</p> <p>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