

<b>FACILITY SPECIFICATIONS</b>		
<b>PLAZA</b>		
1	<b>Location</b>	Level 1
2	<b>Capacity</b>	300 pax standing
3	<b>Area</b>	450 sqm
4	<b>Uses</b>	Education Fair, Book Fair, Career Fair, Exhibitions
5	<b>Hiring Schedule</b>	Monday - Sunday 9.00am - 9.00pm  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.  Layout and all necessary drawings to be submitted to National Library Board for approval.
7	<b>Electrical</b>	27 manholes. (Each manhole consist of 1 twin of 20amp industrial socket outlet single phase) Hirer to provide their own ac blue socket or c – block (male connector) for tapping of power.  Hirer is to provide a generator if the power consumption is more than what NLB can provide. (Location of storage will be advised)  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>12.5kN/m<sup>2</sup></b> The Hirer is to ensure the setting is within the loading range.  NLB reserves the right to request the Hirer to submit an application to SCDF for clearance subject to the extent of the setup.  All fees associated with the application are to be borne by the Hirer.
9	<b>Sound</b>	<b>Must not exceed 70 decibels (dB)</b> This is to ensure that performances at Drama Centre and 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.

10	<b>Public Access</b>	Open
11	<b>Deliveries</b>	<p>Delivery / Pick-up of equipment/F&amp;B to be done at Victoria Street, VIP Drop-Off.</p> <p>Hirer is required to inform NLB the delivery load-in / load-out <u>at least 3 working days</u> before actual setup day.</p> <p>No vehicles/lorries/trucks/cranes are allowed to be driven into the Plaza area.</p>
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 16, National Library Building, S(188064)</p> <p><b>**</b> 5-10 mins walk from Bugis or Cityhall MRT Station</p>
14	<b>Location Map</b>	May be obtained from <a href="http://www.onemap.sg">www.onemap.sg</a>
15	<b>Parking Matters</b>	<p><b><u>Car:</u></b>  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 &amp; Public Holidays (7am - 11.30pm) - \$0.02 per minute</p> <p><b><u>Motorcycle:</u></b>  Mon - Sun &amp; Public Holidays (7am - 11.30pm) - \$0.20 per hour &amp; \$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](mailto:facilities_NL@nlb.gov.sg)