

FACILITY SPECIFICATIONS		
Atrium		
1	Location	Level 3
2	Capacity	94 pax standing
3	Area	101 sqm
4	Uses	Book & Product Launches, Cocktail Receptions
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. The finished flooring to ceiling height is a double-volume space. The internal dimensions of the Cargo Lift at NAS is [2.4m(H) x 2.059m(L) x 1.86m(W)] The dimension of the lift door is [2.1m(H) x 1.7m(W)]
7	Furniture Available	2 Registration Tables and 4 Chairs 19 pcs of cushion stools (Assorted Shapes)
8	Loading	400 kg/m² 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	Sound	Must not exceed 50 decibels (dB) The Manager reserves the right to request the Hirer to tone down should the sound go beyond this level.
10	Permit-to-Work	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. The Manager reserves the right to stop the setup if documents are not submitted.
11	Public Access	Access via Level 2 Lift Lobby
12	Deliveries	Delivery / Pick-up of equipment to be done via staff carpark loading bay. 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	1 Canning Rise S(179868) ** 10-15 mins walk from Cityhall MRT Station
14	Location Map	May be obtained from www.onemap.sg
15	Parking Matters	No public parking at NAS. Nearest public car parks are at ROM and between Bible House and Peranakan Museum.

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**

Gallery

