# FACILITIES SPECIFICATIONS

### Woodlands Regional Library - Multipurpose Room

<p>| | |</p>
<table>
<thead>
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<tbody>
<tr>
<td>1</td>
<td><strong>Location</strong></td>
</tr>
<tr>
<td>2</td>
<td><strong>Description</strong></td>
</tr>
<tr>
<td>3</td>
<td><strong>Soundproofing</strong></td>
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<tr>
<td>4</td>
<td><strong>Capacity</strong></td>
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<tr>
<td>5</td>
<td><strong>Area</strong></td>
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<tr>
<td>6</td>
<td><strong>Refreshment</strong></td>
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<tr>
<td>7</td>
<td><strong>Uses</strong></td>
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| 8 | **Hiring Schedule** | Monday - Saturday from 9.00am - 8.30pm  
Sunday from 9.00am - 4.30pm |
| 9 | **Standard Setup** | ![Theatre Style Layout](image) |
| 10 | **Equipment Available** | 1 Motorised Drop Down Screen  
1 Multimedia Projector  
1 DVD/VCR  
1 Portable Flipchart Stand (no paper provided)  
1 Portable Whiteboard with Markers  
1 Wired Microphone  
1 Clip-on Microphone  
1 Wireless Microphone  
2 Microphone Stands |
| 11 | **Basic Equipment Provided (FOC)** | 1 Multimedia Projector and 1 Microphone (Any Type)  
** Hirer will need to provide your own laptop and to upload materials in your own thumbdrive |
<p>| 12 | <strong>Microphone Usage</strong> | 2 Microphones can be used at a time |</p>
<table>
<thead>
<tr>
<th></th>
<th>Furniture Provided</th>
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<tbody>
<tr>
<td>13</td>
<td>45 Tablet Chairs</td>
</tr>
<tr>
<td></td>
<td>1 Registration Tables without skirting and 2 Chairs (Inside The Facility)</td>
</tr>
<tr>
<td></td>
<td>1 Trainers' Table with 1 Chair</td>
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<tr>
<td></td>
<td>1 Rostrum</td>
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<table>
<thead>
<tr>
<th></th>
<th>Physical Address</th>
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<tbody>
<tr>
<td>14</td>
<td>900 South Woodlands Drive #01-03 Woodlands Civic Center S(730900)</td>
</tr>
<tr>
<td></td>
<td>** 5-10 mins walk from Woodlands MRT Station</td>
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<thead>
<tr>
<th></th>
<th>Location Map</th>
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<tbody>
<tr>
<td>15</td>
<td>May be obtained from <a href="http://www.onemap.sg">www.onemap.sg</a></td>
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<thead>
<tr>
<th></th>
<th>Parking Matters</th>
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<tbody>
<tr>
<td>16</td>
<td>Public parking lots are available at Woodlands Civic Center</td>
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</tbody>
</table>

NATIONAL LIBRARY BUILDING, 100 VICTORIA STREET, #B1-01, S(188064)
If you have any enquiries, please contact us at 63326066 or email facilities@nlb.gov.sg
Woodlands Regional Library
(Multi-Purpose Rm @ Level 4)
(45 pax)