

## SMU External Leasing Frequently Asked Questions

### 1. How can I place venue bookings at SMU?

You can find out more about the venues on SMU website which has information on venue photos and rates. Venues available for external leasing are limited to:

- Meeting/Function Rooms & Lounges
- Auditoriums
- SMU Hall
- De Suantio Gallery
- Outdoor Event & Exhibition Spaces

[Find out more about our venues](#)

[Submit Your Booking Request](#)



Scan QR code to access  
Venue Booking Form

### 2. How do I make a venue booking?

Please complete the [Venue Booking Request Form](#) and we will be in touch with you within 3 working days to find out more about your booking request, check on venue availability and arrange for a recce if needed. After the recce, we would be able to provide a cost estimate based on your requirements for your further review. Should you decide to confirm the booking, a Confirmation Form will be sent to you for signature. Full advance payment required before event or within 07 days after receipt of Invoice, whichever is earlier. Please note your booking is not confirmed until a Conference coordinator contacts you with an Event Confirmation.

Applications are subject to management's approval, your assigned Conference Coordinator will update the progress after the Venue Booking Request Form is completed.

### 3. How far ahead in the year can I book the venue(s)?

We are able to receive booking requests up to 12 months in advance for Auditoriums, Hall Space and Outdoor Event Spaces. Booking calendar for teaching facilities such as Seminar Rooms and Classrooms are open on a periodic basis as priority is given to academic planning. Please complete the [Venue Booking Request Form](#) and we will advise on venue availability.

### 4. How late can I place a booking?

Please note the following deadlines before submitting the completed Venue Booking Request Form. This is just a guideline and subject to the complexity of your event preparations and availability of venue and technical support.

- Min 07 working days before start of intended booking date for Seminar Rooms, Classrooms, Function Rooms & Lounges.
- Min 10 working days before start of intended booking date for Auditorium Space.
- Min 15 working days before start of intended booking date for Hall and Outdoor Venues.

### 5. What is the minimum booking hours?

4 hours. If you need additional time for Move-in, Setup, Rehearsals and Move-out, please factor these into your booking hours as well.

### 6. How much does it cost to rent a venue?

The cost varies depending on your event requirements. Please complete the Venue Booking Request Form here and state down your requirements so that we can better advise you on the estimated cost. For information on venue capacity and rates, please visit [HERE](#).

**7. Can I view the venue(s) before booking?**

Selected venues can be explored via a 360 view [HERE](#). For an on-site recce, an appointment needs to be made at least 2 working days in advance. We are able to schedule site recce from Monday to Friday, 9.30am to 12pm / 1pm to 4.30pm. Please complete the [Venue Booking Request Form](#) and we will contact you to make an arrangement.

**8. What Audio Visual Equipments are provided?**

Our Seminar Rooms, Classrooms and Function Rooms are leased with Projector, Screen, Whiteboards and Flipchart.

The Auditoriums and Hall space are leased with Projector, Screen(s), 4 x aisle mics, 2 x handheld wireless mics and 1 x lapel mic each.

Basic WIFI connectivity will be provided for the presenter only. Additional WIFI requests is chargeable at \$2.00 per user per event, please confirm your requirement at least 07 working days before event.

AV technician support is mandatory for leasing of Auditorium and Hall space and is an additional cost to the venue rental at \$100.00 per hour per person (min 3 hours booking). Please update your Conference Coordinator of your requirement at least 10 working days in advance.

You will also need to outsource if your event requires live streaming. Our Conference team will be able to assist with some recommendations.

**9. Is it compulsory that I have to use SMU's technicians?**

It is compulsory to use SMU's technicians for bookings at Auditoriums and Hall.

**10. What are the official aircon-operating hours?**

All Indoor External Leasing Facilities	Operating hours
<b>Weekdays:</b>	8.00 am to 10.30 pm
<b>Saturdays:</b>	8.00 am to 5.00 pm Chargeable at \$20.00 per hour + GST beyond 5.00pm
<b>Sundays/Public Holidays:</b>	Chargeable at \$20.00 per hour + GST

**11. Can catering be arranged?**

Yes. You can appoint your preferred vendor but do ensure that they have the required food licenses to operate and abide to our T&C for caterers. Caterers are recommended to provide biodegradable cutleries and plates.

**12. Does SMU have a list of approved F&B caterers?**

No, you can appoint whoever you want but do ensure that they have the required food licences to be able to serve food.

**13. Can I serve or sell alcoholic drinks and liquor?**

Alcohol consumption is generally prohibited during events and/or on-campus except inside designated campus food and beverage (F&B) outlets during specified operating hours. Please contact our Conference Team for list of approved tenants.

**14. Is parking available in SMU?**

For more information, please visit [here](#).

**15. Where can SMU Logo be used?**

The addresses of SMU buildings should only be used for the sole purpose of indicating the location of the event. SMU's logo and name shall not be used by the event organiser or jointly with others, whether explicitly or implicitly, in any advertisements / promotions / publications / media or in any other ways or under any circumstances whatsoever.

If you need additional information, please contact your Conference Coordinator or email the Conference Team at [conference@smu.edu.sg](mailto:conference@smu.edu.sg).

*The information provided is accurate as of 01 June 2022, terms and conditions subject to change without prior notice*