

SJ CAMPUS VENUE BOOKING FACTSHEET



- Multi-Purpose Room 1
- Pre-Function Area
- Multi-Purpose Rooms 2A & 2B
- Corporate Lounge
- Green Room
- Tropical Grove (between Towers 1 and 2)
- Palm Grove (between Towers 2 and 3)
- Meeting Rooms @ Executive Lounge (Tower 1, Level 1)
- Meeting Rooms @ Executive Floor (Tower 1, Level 7)
- Meeting Rooms @ Collaboration Hub (Tower 7, Levels 1 and 2)

Home to the group headquarters of Surbana Jurong, a global urban, infrastructure and managed services consulting firm, SJ Campus is a biophilic development and a living showcase of the group's smart and sustainable solutions for a better future. It will demonstrate what a people-centric and future-ready workplace would look like.

A host of amenities in SJ Campus brings everyone together to nurture a vibrant community. Imagine the possibilities: cosy lounge areas, rooftop terraces, gym, urban farm, and more. A multitude of facilities makes it easy for companies to host events, exhibitions, townhalls, product launches, and bazaars, all amidst the lush greenery at SJ Campus.

Designed by renowned architect Moshe Safdie in collaboration with Surbana Jurong, the new headquarters embodies the character of Singapore as a garden city, integrating urban structure and natural landscape harmoniously.

MULTI-PURPOSE ROOM 1

Located at Basement 1, the column-free Multi-Purpose Room 1 is equipped with sound and lighting systems, perfect for setting a different mood to any event.

Ideal for townhalls, Annual General Meetings, conferences/ seminars, Dinner and Dance, graduation ceremonies, product launches, meetings/ forums and more.

FEATURES

- 1,197 m² of column-free, 6m high ceiling hall
- Acoustically treated walls, ceiling and carpet finishes
- Pre-function area for registration or cocktail session
- Large media wall for engagement with guests

SPECIFICATIONS

- Area: 1,197 m²
- Total Capacity:
 - 800 Seats (Seminar)
 - 500 Seats (Banquet)
- Stage Height: 450mm
- Loading: 5 KN/m²

FACILITIES

Loading Bay

The Loading Bay is located at Basement 1 near the Multi-Purpose Room 1. Entrance to the loading bay is the same as the building carpark entrance. Loading Bay Entrance clearance height is 4.2m.

Access

The Multi-Purpose Room 1 is located at Basement 1. It is accessed from the SJ Campus Main Spine via staircase at Level 1 and Lifts from Basement 2

Pre-Function Area (Inclusive)

Area: 811 m²
Total Capacity: 500 Pax (Cocktail)



MULTI-PURPOSE ROOM 1

Area: 1,197 m²
 Capacity: 800 Seats (Seminar)
 500 Seats (Banquet)

RENTAL PACKAGE

Package	4 Hours Block	Additional Hour or Part Thereof
Event (Mon to Fri, 0900hrs - 1300hrs / 1400hrs - 1800hrs)	\$2,500	\$625
Event (Mon to Sun and Public Holiday, 1900hrs - 2300hrs) (Sat, Sun and Public Holiday, 0900hrs - 1300hrs / 1400hrs - 1800hrs)	\$3,000	\$750
Bump-In & Bump-Out / Setup / Rehearsal / Tear Down	\$200 per hour	
Refuse disposal fee (for F&B catering)	\$300 per day	
<p>Inclusive items:</p> <ul style="list-style-type: none"> • Free usage of Pre-Function Area • Free usage of 16m x 4.8m Media Wall (Content to be reviewed by SJ Group Comms and Branding Team) • Basic Sound & Lighting Equipment as listed in standard venue equipment list (refer to Page 5) • Projection System x 2 units (with Projector screens) • Air-conditioning at event areas • Up to 800 chairs without seat covers • 8m x 4m Modular Stage • Registration counter or 2 rectangular tables • AV Technician (for set-up only) • Basic Cleaning Service (0900hrs to 1800hrs) #Extensive cleaning may incur additional charges (refer to Pg 4) 		



MULTI-PURPOSE ROOM 1

Area: 1,197 m²
 Capacity: 800 Seats (Seminar)
 500 Seats (Banquet)

ADDITIONAL OPTIONAL ITEMS

Items*	Rates
Camera system for LIVE stream at Multi-Purpose Room 1 to Holding Room	\$300 per event
Rostrum with SJ Logo	\$100 per event
Bundle deal for renting Holding Room (Green Room) and Corporate Lounge	\$200 per event
AV Technician Support (Mon to Fri, 0900hrs - 1800hrs)	\$40 per hour
AV Technician Support (Mon to Fri, 1800hrs - 2300hrs)	\$50 per hour
AV Technician Support (Sat, Sun and Public Holiday)	\$55 per hour
Extensive Cleaning Service# (refer to FAQ)	\$30 per cleaner per hour
Cleaning Service (Mon to Fri, 1800hrs - 2300hrs)	\$30 per cleaner per hour
Cleaning Service (Sat, Sun and Public Holiday)	\$35 per cleaner per hour
*Subject to availability	



MULTI-PURPOSE ROOM 1

Area: 1,197 m²
 Capacity: 800 Seats (Seminar)
 500 Seats (Banquet)

STANDARD VENUE EQUIPMENT

Items	Quantity
Wireless Handled Microphone	3
Wireless Tie Clip-On Microphone	3
Vocal Microphone	2
Instrument Microphone	2
Assistive Listening System - Intelligent DSP IR Receiver with Neck Loop	10
Modular Stage 8m x 4m	1 set
Stage Lights - 750W 23 Degrees Angle Zoom	12
Tab Tensioned Motorized Screen	2
Projector	2
Microphone Telescopic Floor Stand (Tripod)	3
CD Player with USB Port	1
8" Coaxial Ceiling Loudspeaker	46
Proscenium Left and Right Line Array Loudspeaker	2
Media Wall at Pre-Function Area 16m x 4.8m	1



PRE-FUNCTION AREA

Area: 811 m²
Capacity: 500 Pax (Cocktail)

RENTAL PACKAGE

Package	4 Hours Block	Additional Hour or Part Thereof
Event (Mon to Fri, 0900hrs - 1300hrs / 1400hrs - 1800hrs)	\$600	\$150
Event (Mon to Sun and Public Holiday, 1900hrs - 2300hrs) (Sat, Sun and Public Holiday, 0900hrs - 1300hrs / 1400hrs - 1800hrs)	\$800	\$200
Refuse disposal fee (for F&B catering)	\$150 per session	
<p>Inclusive Items:</p> <ul style="list-style-type: none"> Up to 6 Cocktail tables Basic Cleaning service (0900hrs - 1800hrs) #Extensive cleaning may incur additional charges Media wall video** (Content to be reviewed by SJ Group Comms and Branding Team) 		
Additional Optional Items		
Items*	Rates	
Rectangular Tables (without linen)	\$30	
Event Patio Space (Outdoor)	Inclusive	
Extensive Cleaning Service# (refer to FAQ)	\$30 per cleaner per hour	
Cleaning Service (Mon to Fri, 1800hrs - 2300hrs)	\$30 per cleaner per hour	
Cleaning Service (Sat, Sun and Public Holiday)	\$35 per cleaner per hour	
<p>*Subject to availability **Free usage with booking of Multi-Purpose Room 1</p>		



MULTI-PURPOSE ROOM 2A/ 2B

Area: 196 m²
 Capacity: 150 Pax (Seminar)
 60 Pax (Classroom)

RENTAL PACKAGE

Package	4 Hours Block	Additional Hour or Part Thereof
Event (Mon to Fri, 0900hrs - 1300hrs / 1400hrs - 1800hrs)	\$550	\$125
Event (Mon to Sun and Public Holiday, 1900hrs - 2300hrs) (Sat, Sun and Public Holiday, 0900hrs - 1300hrs / 1400hrs - 1800hrs)	\$660	\$165
Refuse disposal fee (for F&B catering)	\$100 per session	
<p>Inclusive items:</p> <ul style="list-style-type: none"> • Equipment as listed in standard venue equipment list (refer Page 8) • Tables (up to 15) and Chairs (80) for both rooms • Basic Cleaning service (0900hrs - 1800hrs) #Extensive cleaning may incur additional charges • AV Technician (for set-up only) 		
<p>*If Multi-Purpose Room 2A/ 2B is leased separately with the central divider wall in place, the following AV equipment will not be available:</p> <ul style="list-style-type: none"> • 8" Coaxial Ceiling Loudspeaker • Video switcher • Wireless Handheld Microphone • Wireless Tie Clip-On Microphone 		
Additional Optional Items		
Items*	Rates	
Room 2A or 2B (0900hrs - 1800hrs)	\$350 per 4 hours block per room	
AV Technician Support (Mon to Fri, 0900hrs - 1800hrs)	\$40 per hour	
AV Technician Support (Mon to Fri, 1800hrs - 2300hrs)	\$50 per hour	
AV Technician Support (Sat, Sun and Public Holiday)	\$55 per hour	
Extensive Cleaning Service# (refer to FAQ)	\$40 per cleaner per hour	
Cleaning Service (Mon to Fri, 1800hrs - 2300hrs)	\$30 per cleaner per hour	
Cleaning Service (Sat, Sun and Public Holiday)	\$50 per cleaner per hour	
*Subject to availability		



STANDARD VENUE EQUIPMENT

Items*	Quantity
Wireless Handled Microphone	2
Wireless Tie Clip-On Microphone	2
Video Switcher	1
65-Inch LED TV	4
Assistive Listening System (ListenTALK Receiver with neck loop)	10
Wireless Presenter	2
8" Coaxial Ceiling Loudspeaker	6

*If Multi-Purpose Room 2A/ 2B is leased separately with the central divider wall in place, the following AV equipment will not be available:

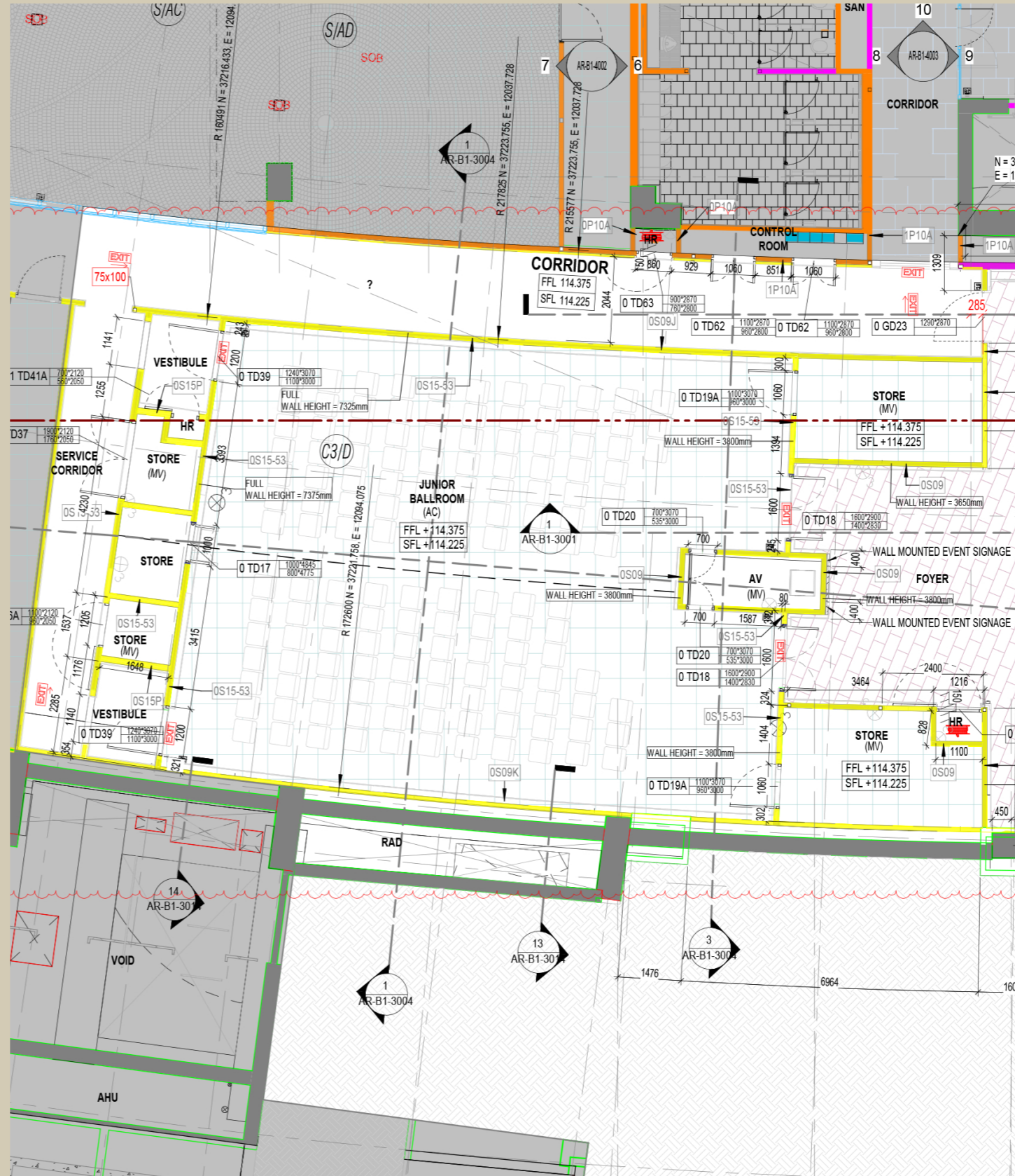
- 8" Coaxial Ceiling Loudspeaker
- Video switcher
- Wireless Handheld Microphone
- Wireless Tie Clip-On Microphone

MULTI-PURPOSE ROOM 2A/ 2B

Area: 196 m²
 Capacity: 150 Pax (Seminar)
 60 Pax (Classroom)



FLOOR PLAN



MULTI-PURPOSE ROOM 2A/ 2B

Area: 196 m²
 Capacity: 150 Pax (Seminar)
 60 Pax (Classroom)



CORPORATE LOUNGE

Area: 80 m²
Capacity: 50 Pax (Cocktail)

RENTAL PACKAGE

Package	4 Hours Block	Additional Hour or Part Thereof
Event (Mon to Fri, 0900hrs - 1300hrs / 1400hrs - 1800hrs)	\$150	\$50
Event (Mon to Sun and Public Holiday, 1900hrs - 2300hrs) (Sat, Sun and Public Holiday, 0900hrs - 1300hrs / 1400hrs-1800hrs)	\$250	\$75
Inclusive Items: <ul style="list-style-type: none"> • Equipment as listed in Standard Venue Equipment List • Basic Cleaning service (0900hrs - 1800hrs) #Extensive cleaning may incur additional charges 		
Additional Optional Items		
Items	Rates	
Extensive Cleaning Service# (refer to FAQ)	\$30 per cleaner per hour	
Cleaning Service (Mon to Fri, 1800hrs - 2300hrs)	\$30 per cleaner per hour	
Cleaning Service (Sat, Sun and Public Holiday)	\$35 per cleaner per hour	
Standard Venue Equipment	Quantity	
65-Inch LED TV	1	

For queries and booking, please contact Venue Management Team - Ms. Anita or Ms. Shila at 6232 1398 or email facilitybooking@surbanajurong.com



GREEN ROOM

Area: 50 m²

Capacity: 12 Pax (Lounge)

RENTAL PACKAGE

Package	4 Hours Block	Additional Hour or Part Thereof
Event (Mon to Fri, 0900hrs - 1300hrs / 1400hrs - 1800hrs)	\$150	\$50
Event (Mon to Sun and Public Holiday, 1900hrs - 2300hrs) (Sat, Sun and Public Holiday, 0900hrs - 1300hrs / 1400hrs - 1800hrs)	\$250	\$75
Inclusive Items: <ul style="list-style-type: none"> • Shower facilities and changing room • Equipment as listed in Standard Venue Equipment List • Basic Cleaning service (0900hrs - 1800hrs) #Extensive cleaning may incur additional charges 		
Additional Optional Items		
Items	Rates	
Extensive Cleaning Service# (refer to FAQ)	\$30 per cleaner per hour	
Cleaning Service (Mon to Fri, 1800hrs - 2300 hrs)	\$30 per cleaner per hour	
Cleaning Service (Sat, Sun and Public Holiday)	\$35 per cleaner per hour	
Standard Venue Equipment	Quantity	
55-Inch LED TV	1	

For queries and booking, please contact Venue Management Team - Ms. Anita or Ms. Shila at 6232 1398 or email facilitybooking@surbanajurong.com



TROPICAL GROVE

(BETWEEN TOWERS 1 AND 2)

Area: 450 m²

Capacity: 300 Pax (Cocktail)

RENTAL PACKAGE

Package	4 Hours Block	Additional Hour or Part Thereof
Event (Mon to Fri, 0900hrs - 1300hrs / 1400hrs - 1800hrs)	\$160	\$60
Event (Mon to Fri, 1900hrs - 2300hrs)	\$250	-
Happy Hour Event (Mon to Fri, 1600hrs - 1900hrs)	\$180	
Event (Sat, Sun and Public Holiday, 0900hrs - 1300hrs / 1400hrs - 1800hrs)	\$400	\$120

Inclusive items:

- Equipment as listed in Standard Venue Equipment List
- AV Technician (for set-up only)
- Basic Cleaning Service (0900hrs - 1800hrs) #Extensive cleaning may incur additional charges

Additional Optional Items

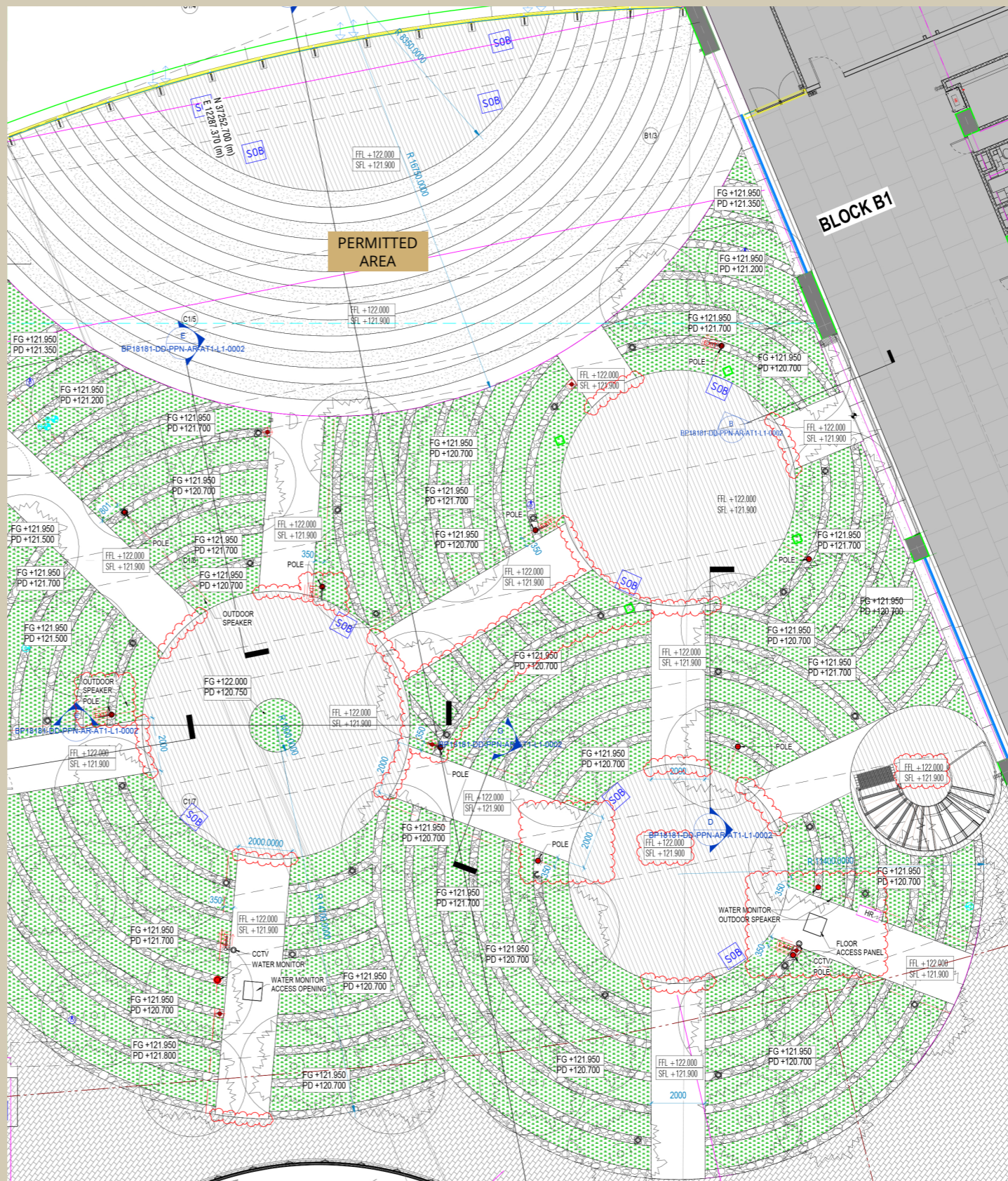
Items*	
AV Technician Support (Mon to Fri, 0900hrs - 1800hrs)	\$40 per hour
AV Technician Support (Mon to Fri, 1800hrs - 2300hrs)	\$50 per hour
AV Technician Support (Sat, Sun and Public Holiday)	\$55 per hour
Extensive Cleaning Service# (refer to FAQ)	\$30 per cleaner per hour
Cleaning Service (Mon to Fri, 1800hrs - 2300hrs)	\$30 per cleaner per hour
Cleaning Service (Sat, Sun and Public Holiday)	\$35 per cleaner per hour
4 nos Event Lighting	\$250 per session
*Subject to availability	

Standard Venue Equipment

8" Loudspeaker	4
Sub-Woofer	2
Monitor Speakers	2
Wireless Handheld Microphone	2
Wireless Tie Clip-On Microphone	2



FLOOR PLAN



TROPICAL GROVE
 (BETWEEN TOWERS 1 AND 2)
 Area: 450 m²
 Capacity: 300 Pax (Cocktail)



RENTAL PACKAGE

Package	4 Hours Block	Additional Hour or Part Thereof
Event (Mon to Fri, 0900hrs - 1300hrs / 1400hrs - 1800hrs)	\$120	\$30
Inclusive items: • Basic Cleaning Service #Extensive cleaning may incur additional charges		
Additional Optional Items		
Item	Rates	
Extensive Cleaning Service# (refer to FAQ)	\$30 per cleaner per hour	

PALM GROVE

(BETWEEN TOWERS 2 AND 3)

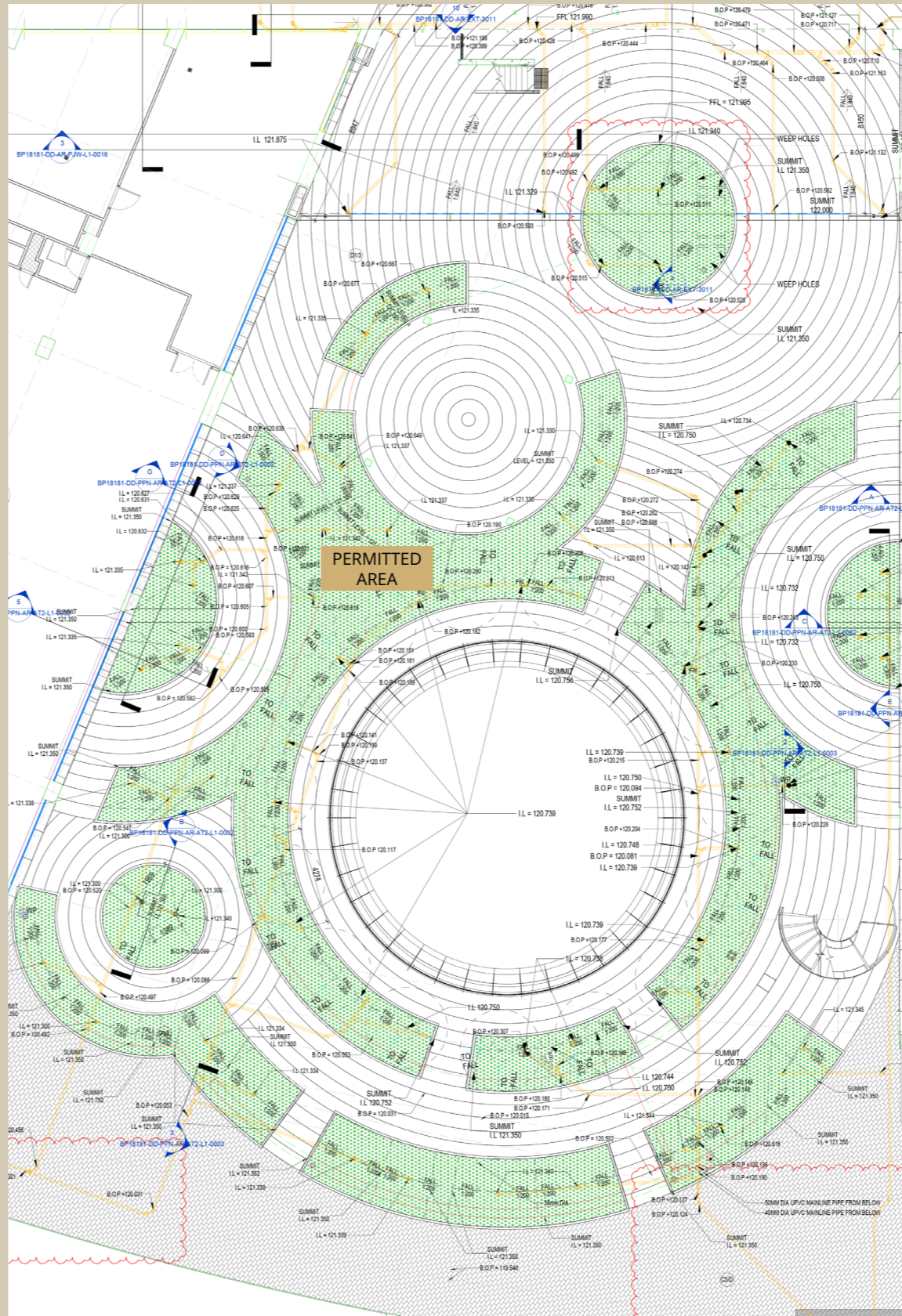
Area: 450 m²
(exclude circulation space)

Capacity: 300 Pax (Cocktail)

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FLOOR PLAN



PALM GROVE

(BETWEEN TOWERS 2 AND 3)

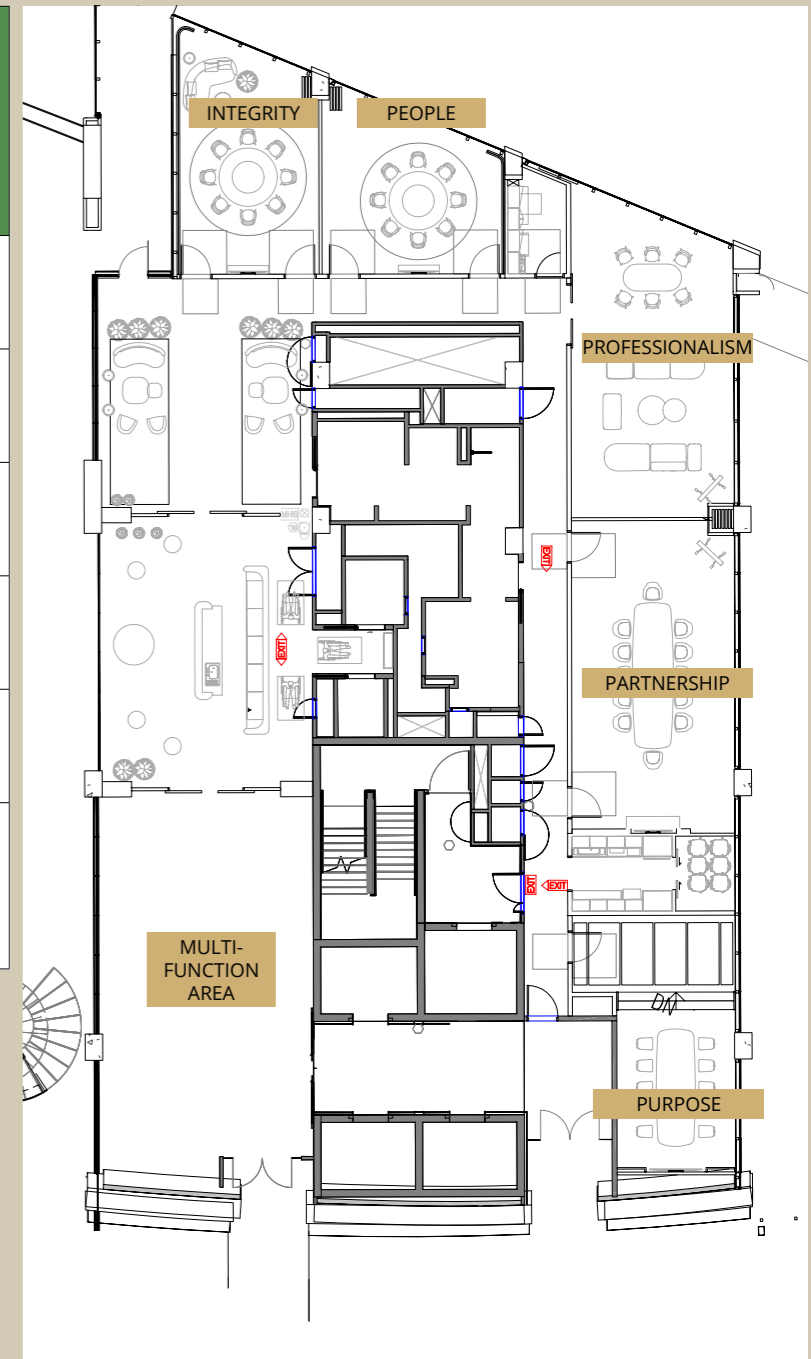
Area: 450 m²
(exclude circulation space)

Capacity: 300 Pax (Cocktail)



RENTAL PACKAGE

Meeting Room Name	Room Capacity	Meeting Room Area (sqft)	Rate (per hr) (SJ Corporate)
Integrity	10	463	\$60
People	10	395	\$60
Professionalism	14	613	\$70
Partnership	12	628	\$65
Purpose	10	533	\$60
Multi-Function Area	-	1020	\$100



**MEETING ROOMS @
EXECUTIVE
LOUNGE**
(TOWER 1, LEVEL 1)

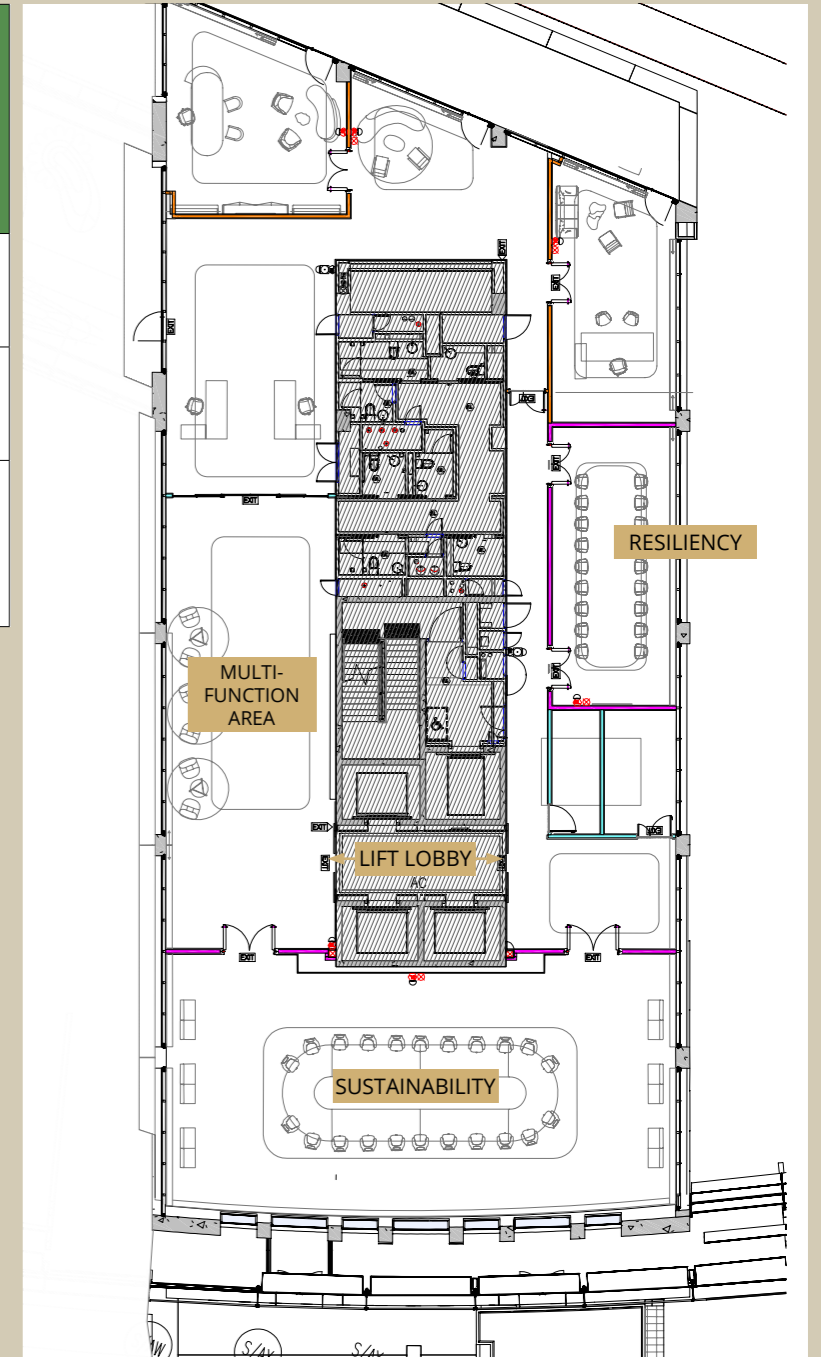
**FOR
SJ STAFF
ONLY**

Book via Microsoft Outlook or contact IWS Helpdesk for further queries at sb-sjsg-iws.helpdesk@surbanajurong.com



RENTAL PACKAGE

Meeting Room Name	Room Capacity	Meeting Room Area (sqft)	Rate (per hr) (SJ Corporate)
Sustainability	24	2475	\$250
Resiliency	20	679	\$150
Multi-Function Area	-	1454	\$120



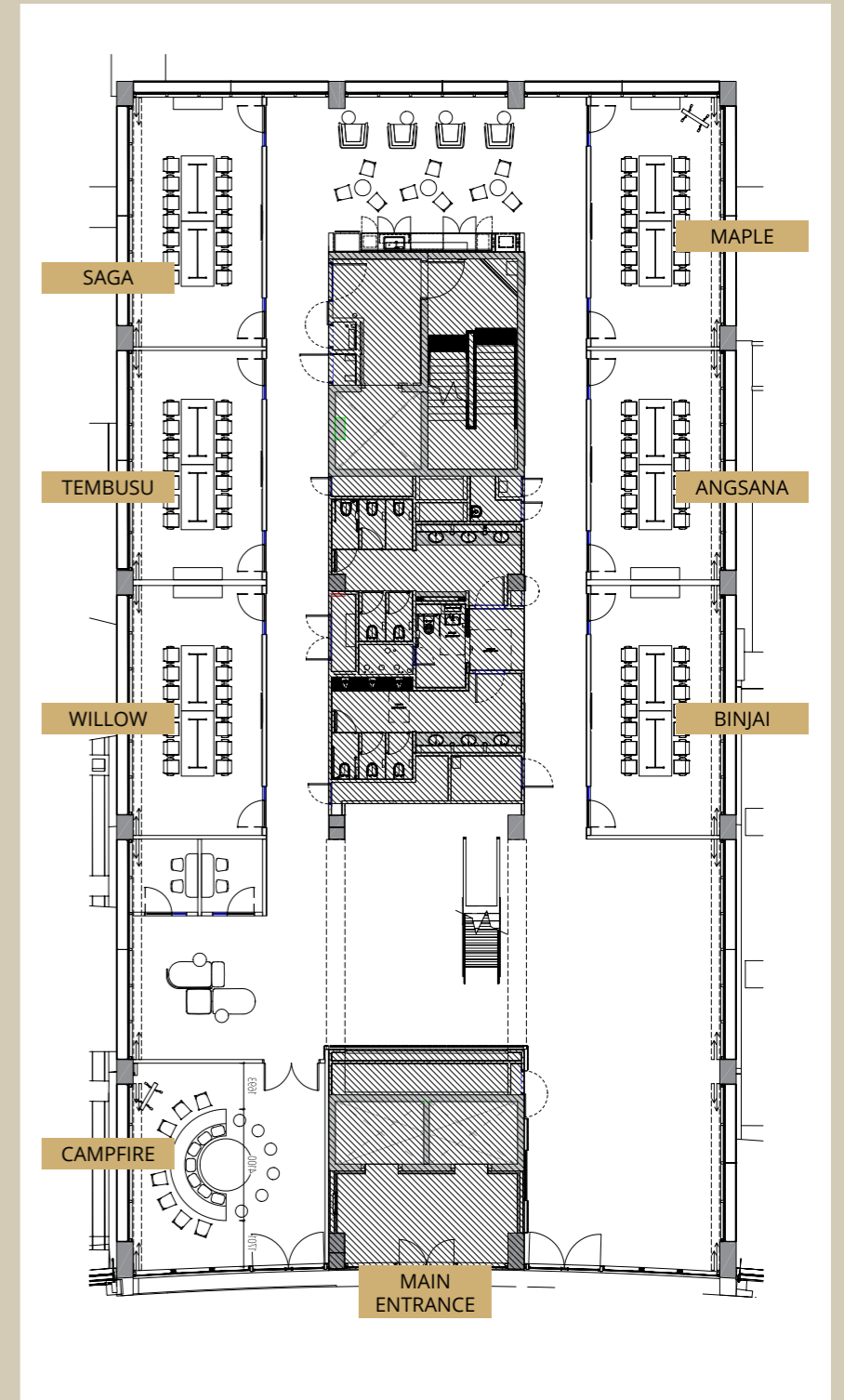
**MEETING ROOMS @
EXECUTIVE
FLOOR**
(TOWER 1, LEVEL 7)

FOR
SJ STAFF
ONLY



RENTAL PACKAGE

Meeting Room Name	Room Capacity	Meeting Room Area (sqft)	Rate (per hr) (S) Corporate)
Angsana	16	474	\$80
Binjai	10	434	\$50
Maple	16	451	\$80
Saga	16	452	\$80
Tembusu	10	437	\$50
Willow	16	476	\$80
CampFire	22	541	\$100

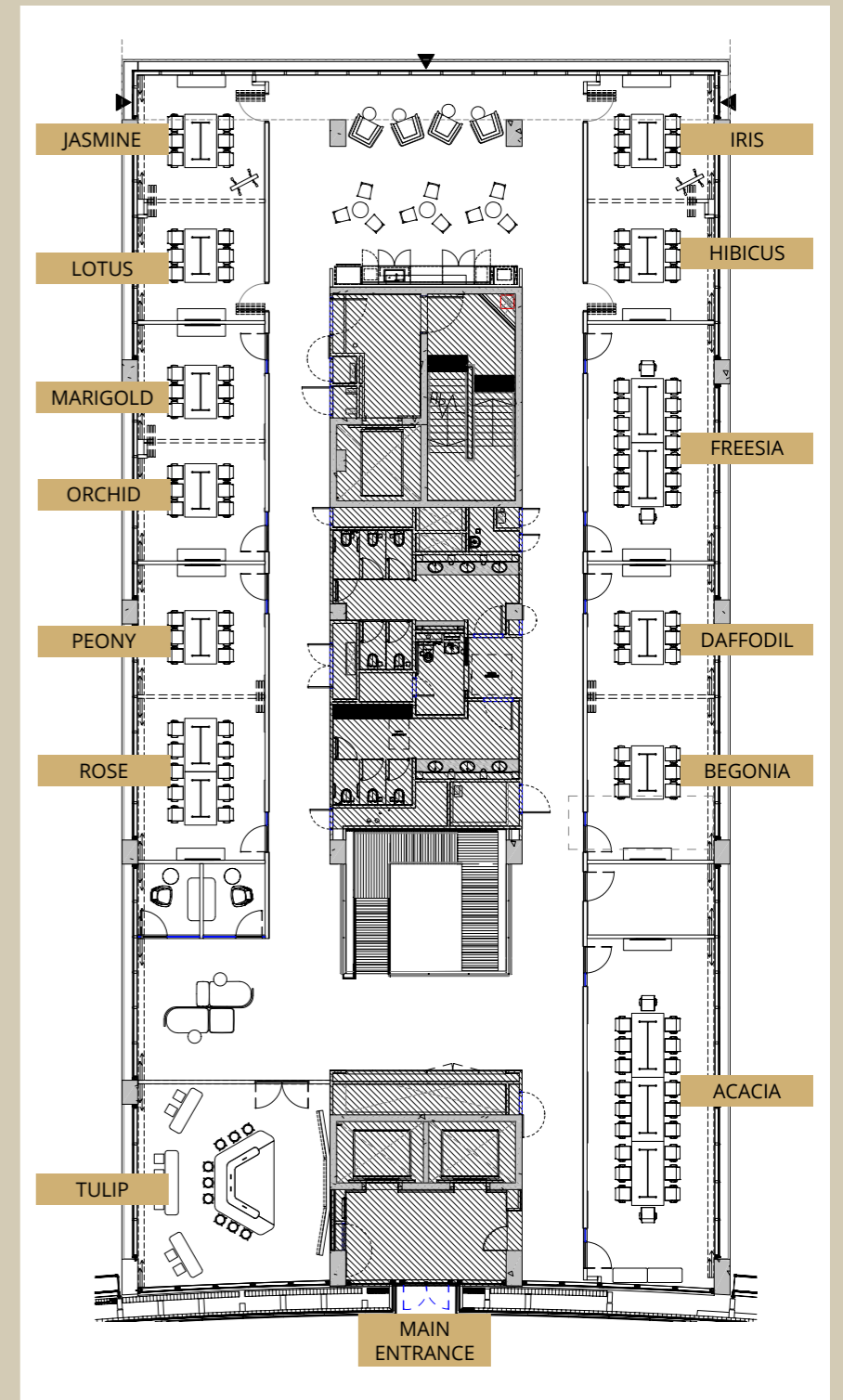


MEETING ROOMS @ COLLABORATION HUB (TOWER 7, LEVEL 1)



RENTAL PACKAGE

Meeting Room Name	Room Capacity	Meeting Room Area (sqft)	Rate (per hr) (S) Corporate)
Acacia	20	665	\$100
Begonia	6	312	\$30
Daffodil	6	249	\$30
Freesia	16	449	\$80
Hibiscus	6	232	\$30
Iris	6	235	\$30
Jasmine	6	232	\$30
Lotus	6	227	\$30
Marigold	6	223	\$30
Orchid	6	218	\$30
Peony	6	246	\$30
Rose	10	311	\$50
Tulip	17	576	\$80



**MEETING ROOMS @
COLLABORATION
HUB** (TOWER 7, LEVEL 2)

Book via Microsoft Outlook or contact IWS Helpdesk for further queries at sb-sjsg-iws.helpdesk@surbanajurong.com

FAQS

Can I come in earlier to set up the room? How early can I be there?

Your setup time starts at the time of your booking.
Please refer to the bump-up rates for individual rooms.

How long am I able to hold on to the Meeting Room booking?

You can hold on to your tentative booking until the next enquiry for the same meeting room. To secure the booking, you have to place a deposit.

My event is not confirmed, but I would like to know more information.

You may contact Ms Anita / Ms Shila from the Venue Management Team at 6232 1398 or email facilitybooking@surbanajurong.com.

Can I do a site viewing before booking?

Yes, viewing of venue can be arranged.

How do I book the training or conference room?

You may contact Ms Anita / Ms Shila from the Venue Management Team at 6232 1398 or email facilitybooking@surbanajurong.com.

What payments do you accept?

Please check with the Venue Management Team.

Is there WiFi at the venue?

Yes, there is WiFi for guests.

Do you provide food catering services?

We do not provide food catering services. Event organizers can order from external caterers.

Are we allowed to serve food inside the rooms?

Food is allowed at the venue subject to approval. Please enquire with the Venue Management team at the time of booking with regards to your food arrangement.

Do I have to clean the area after my event?

Only basic cleaning is included. Ensure organizers/caterers to clear all rubbish. #Extensive cleaning service will be charged for leftovers of empty food packaging, food waste/spillage, spilling of liquids such as wine/beer on the floor/carpet.

Are we allowed to bring in additional chairs into the meeting rooms?

Please adhere to the capacities indicated in the factsheet.
Addition or removal of chairs are not allowed from the rooms.

Is parking available at SJ Campus?

Hourly parking is available subjected to availability. Complimentary parking tickets are available at \$10 (full day) subjected to availability on the day of the event.

Will SJ Campus help to promote my event?

Please enquire with the Venue Management Team.

Can we use the large media wall at the pre-function area?

Yes, please enquire with the Venue Management Team.

Can we bring in additional furniture or set-up booth on the event day at the pre-function area?

Yes, you may bring them during your event.

Where can I unload my equipment and furniture for the event?

At the loading bay.

Are there changing and shower facilities available on the premises on the day of the event?

You will need to book the Green Room to access the changing and shower facilities.

What types of events are not allowed?

Political events are not allowed.

Are pets allowed in the premises?

Only Guide Dogs are allowed. Please enquire with the Venue Management Team.

Are we able to book the meeting rooms at Tower 1 Level 1?

Yes, please book via Microsoft Outlook or contact IWS Helpdesk for further queries at sb-sjsg-iws.helpdesk@surbanajurong.com

Can we use the extra space not mentioned in the venue factsheet?

Please enquire with the Venue Management Team and subject to management's approval.

CONTACT US

Venues	In-Charge	How to Book
<ul style="list-style-type: none"> • Multi-Purpose Room 1 • Pre-Function Area • Multi-Purpose Room 2A/ 2B • Corporate Lounge • Green Room • Tropical Grove (between Towers 1 and 2) • Palm Grove (between Towers 2 and 3) 	SJ Campus Venue Management	<p>Contact Ms. Anita or Ms. Shila at 6232 1398 or email facilitybooking@surbanajurong.com</p>
<ul style="list-style-type: none"> • Meeting Rooms @ Executive Lounge (Tower 1, Level 1) • Meeting Rooms @ Executive Floor (Tower 1, Level 7) • Meeting Rooms @ Collaboration Hub (Tower 7, Levels 1 and 2) 	Integrated Workplace Solutions (IWS)	<p>Book via Microsoft Outlook or contact IWS Helpdesk for further queries at sb-sjsg-iws.helpdesk@surbanajurong.com</p>