

# SJ Campus Venue Booking Factsheet



- Multi-Purpose Room 1 (Basement 1)
- Pre-Function Area (Basement 1)
- Multi-Purpose Room 2 (Basement 1)
- Corporate Lounge (Basement 1)
- Green Room (Basement 1)
- Tropical Grove (between Towers 1 and 2)
- Palm Grove (between Towers 2 and 3)
- Meeting Rooms @ Collaboration Hub (Tower 7, Levels 1 and 2)
- Tower 10, Levels 2, 3 and 4

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

Discover our versatile and expansive Multi-Purpose Room 1, spanning 1,197 sqm column-free space that can accommodate up to 850 standing or 750 seated guests. Perfect for events like townhalls, AGMs, gala lunches/dinners, and more. A large media wall outside the hall allows impactful visual content to be showcased at the Pre-Function Area which is located adjacent to a garden courtyard, allowing natural light into the indoor area.



## Features

- 1,197 m<sup>2</sup> 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 m<sup>2</sup>

Total Capacity:

- 850 Pax (Cocktail)
- 750 Pax (Seminar)
- 500 Pax (Banquet)

Stage Height: 450mm

Loading: 5 KN/m<sup>2</sup>

## 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 m<sup>2</sup>

Total Capacity: 500 Pax (Cocktail)





## 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	\$300 per day	

### Inclusive items:

- Free usage of Pre-Function Area
- Free usage of 16m x 4.8m Media Wall
- 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 750 chairs without seat covers
- 8m x 4m Modular Stage
- Registration counter or 2 rectangular tables
- Basic Cleaning Service (0900hrs to 1800hrs) #Extensive cleaning may incur additional charges (refer to Pg 4)

Items*	Rates
Removal & Reinstatement of 8m x 4m Modular Stage	\$1,300 per event
AV Support (Mon to Fri, 0900hrs - 1800hrs)	\$40 per hour
AV Support (Mon to Fri, 1800hrs - 2300hrs)	\$50 per hour
AV Support (Sat, 0900hrs - 1800hrs)	\$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)	\$35 per cleaner per hour
*Subject to availability	

# Multi-Purpose Room 1

Location: Basement 1

Area: 1,197 m<sup>2</sup>

Capacity: 850 Pax (Cocktail)

750 Pax (Seminar)

500 Pax (Banquet)

For queries and booking, please contact Venue Management Team - Ms. Anita at 6232 1398 or email [facilitybooking@surbanajurong.com](mailto:facilitybooking@surbanajurong.com)





## Rental Package

Items	Quantity
Wireless Handheld 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

# Multi-Purpose Room 1

Location: Basement 1

Area: 1,197 m<sup>2</sup>

Capacity: 850 Pax (Cocktail)

750 Pax (Seminar)

500 Pax (Banquet)

For queries and booking, please contact Venue Management Team - Ms. Anita at 6232 1398 or email [facilitybooking@surbanajurong.com](mailto:facilitybooking@surbanajurong.com)





## Floor Plan



# Multi-Purpose Room 1

Location: Basement 1

Area: 1,197 m<sup>2</sup>

Capacity: 850 Pax (Cocktail)  
750 Pax (Seminar)  
500 Pax (Banquet)

For queries and booking, please contact Venue Management Team - Ms. Anita at 6232 1398 or email [facilitybooking@surbanajurong.com](mailto:facilitybooking@surbanajurong.com)





# Pre-Function Area

Location: Basement 1

Area: 811 m<sup>2</sup>

Capacity: 500 Pax (Cocktail)

Explore our expansive 811 sqm Pre-Function Area, adjacent to the Multi-Purpose Room 1. An ideal space for welcoming guests, serving refreshments, and hosting social events, the area has ample room for 500 standing guests. The large media wall is a perfect canvas for corporate branding and impactful showcase. The Pre-Function Area is also located adjacent to a garden courtyard, allowing guests direct access to the greenery outdoors. The dramatic staircase that links the basement directly to the ground level is also an eye-catching structure that allows natural light into the basement.





## 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	\$150 per session	
<b>Inclusive Items:</b> <ul style="list-style-type: none"> <li>Up to 6 Cocktail tables</li> <li>Basic Cleaning service (0900hrs - 1800hrs) #Extensive cleaning may incur additional charges</li> <li>Media wall video**</li> </ul>		
Additional Optional Items		
Items*	Rates	
Rectangular Tables (without linen)	\$30	
Event Patio Space (Outdoor)	Inclusive	
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)	\$35 per cleaner per hour	
<small>*Subject to availability **Free usage with booking of Multi-Purpose Room 1</small>		

# Pre-Function Area

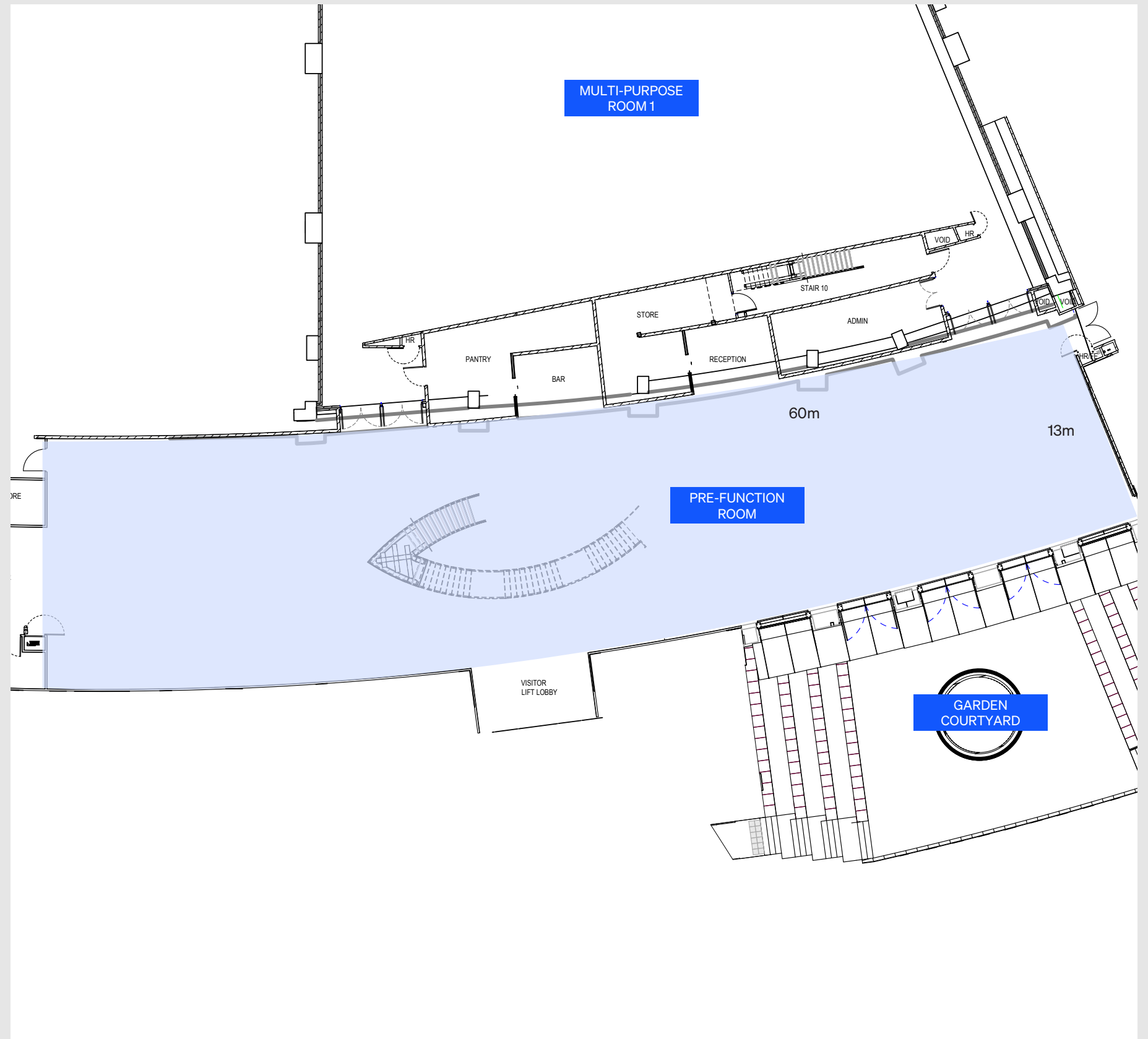
Location: Basement 1  
 Area: 811 m<sup>2</sup>  
 Capacity: 500 Pax (Cocktail)

For queries and booking, please contact Venue Management Team - Ms. Anita at 6232 1398 or email [facilitybooking@surbanajurong.com](mailto:facilitybooking@surbanajurong.com)





## Floor Plan



# Pre-Function Area

Location: Basement 1

Area: 811 m<sup>2</sup>

Capacity: 500 Pax (Cocktail)

For queries and booking, please contact Venue Management Team - Ms. Anita at 6232 1398 or email [facilitybooking@surbanajurong.com](mailto:facilitybooking@surbanajurong.com)





# Multi-Purpose Room 2

Location: Basement 1

Area: 196 m<sup>2</sup>

Capacity: 100 Pax (Seminar)  
50 Pax (Classroom)

The adaptable Multi-Purpose Room 2, offering 196 sqm of customisable space that can be separated with a central divider. Accommodating up to 100 in a seminar setting with AV equipment and four TV screens. Adjacent reception and registration areas ensure seamless event facilitation and guest hosting.





# Multi-Purpose Room 2

Location: Basement 1

Area: 196 m<sup>2</sup>

Capacity: 100 Pax (Seminar)  
50 Pax (Classroom)

For queries and booking, please contact Venue Management Team - Ms. Anita at 6232 1398 or email [facilitybooking@surbanajurong.com](mailto:facilitybooking@surbanajurong.com)

## 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	\$100 per session	
Inclusive items: <ul style="list-style-type: none"> <li>• Equipment as listed in standard venue equipment list (refer Page 8)</li> <li>• Up to 12 tables and 50 chairs for classroom setting</li> <li>• Up to 100 chairs for seminar setting</li> <li>• Basic Cleaning service (0900hrs - 1800hrs) #Extensive cleaning may incur additional charges</li> </ul>		
Additional Optional Items		
Items*	Rates	
AV Support (Mon to Fri, 0900hrs - 1800hrs)	\$40 per hour	
AV Support (Mon to Fri, 1800hrs - 2300hrs)	\$50 per hour	
AV Support (Sat, 0900hrs - 1800hrs)	\$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		





## Rental Package

Items*	Quantity
Wireless Handheld 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

# Multi-Purpose Room 2

Location: Basement 1

Area: 196 m<sup>2</sup>

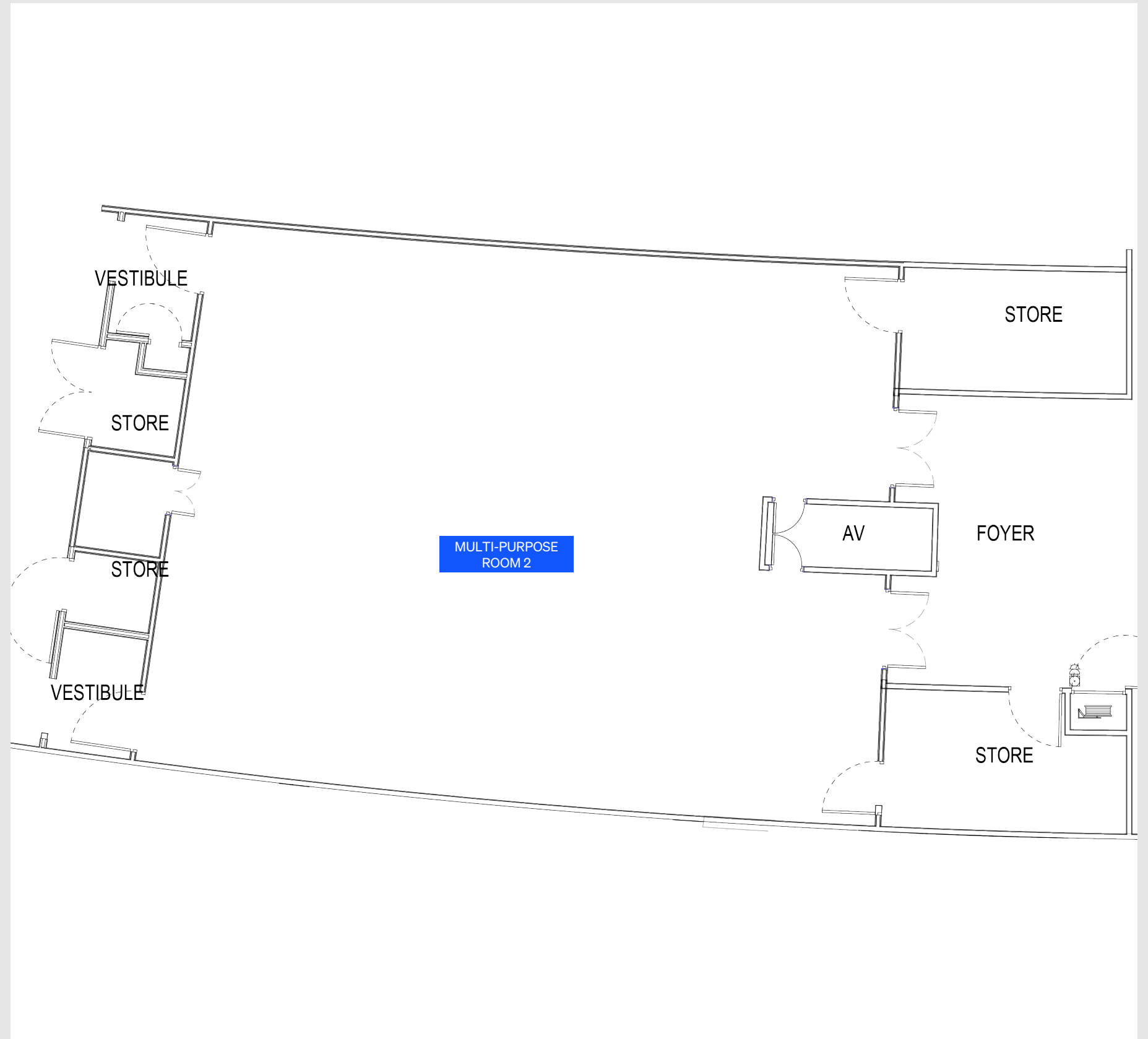
Capacity: 100 Pax (Seminar)  
50 Pax (Classroom)

For queries and booking, please contact Venue Management Team - Ms. Anita at 6232 1398 or email [facilitybooking@surbanajurong.com](mailto:facilitybooking@surbanajurong.com)





## Floor Plan



# Multi-Purpose Room 2

Location: Basement 1

Area: 196 m<sup>2</sup>

Capacity: 100 Pax (Seminar)  
50 Pax (Classroom)

For queries and booking, please contact Venue Management Team - Ms. Anita at 6232 1398 or email [facilitybooking@surbanajurong.com](mailto:facilitybooking@surbanajurong.com)





# Corporate Lounge

Location: Basement 1

Area: 80 m<sup>2</sup>

Capacity: 50 Pax (Cocktail)

Discover our Corporate Lounge. Perfect for VIP receptions before transitioning to the main event. Featuring a TV screen that can livestream the event proceedings in Multi-Purpose Room 1, it offers a refined setting to welcome guests.





## 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
<b>Inclusive Items:</b> <ul style="list-style-type: none"> <li>Equipment as listed in Standard Venue Equipment List</li> <li>Basic Cleaning service (0900hrs - 1800hrs) #Extensive cleaning may incur additional charges</li> </ul>		
Additional Optional Items		
Items	Rates	
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)	\$35 per cleaner per hour	
Standard Venue Equipment	Quantity	
65-Inch LED TV	1	

# Corporate Lounge

Location: Basement 1

Area: 80 m<sup>2</sup>

Capacity: 50 Pax (Cocktail)

For queries and booking, please contact Venue Management Team - Ms. Anita at 6232 1398 or email [facilitybooking@surbanajurong.com](mailto:facilitybooking@surbanajurong.com)





# Green Room

Location: Basement 1

Area: 50 m<sup>2</sup>

Capacity: 12 Pax (Lounge)

Experience our exclusive Green Room, a luxurious 50 sqm room set amidst a lush green backdrop. Furnished with karaoke system, massage chair, sofas, dining area, pantry, shower facilities and direct access to Multi-Purpose Room 1, it is tailored for hosting VVIPs, ensuring privacy and seamless transition to the main event venue. Accommodating up to 12 pax, the room is also suitable for performers as they prepare for the event.





# Green Room

Location: Basement 1

Area: 50 m<sup>2</sup>

Capacity: 12 Pax (Lounge)

For queries and booking, please contact Venue Management Team - Ms. Anita at 6232 1398 or email [facilitybooking@surbanajurong.com](mailto:facilitybooking@surbanajurong.com)

## Rental Package

Package	2 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
<b>Inclusive Items:</b> <ul style="list-style-type: none"> <li>• Shower facilities, changing room and wardrobe</li> <li>• Pantry with fridge, water dispenser and cups</li> <li>• Massage chair</li> <li>• Karaoke system</li> <li>• Equipment as listed in Standard Venue Equipment List</li> <li>• Basic Cleaning service (0900hrs - 1800hrs) #Extensive cleaning may incur additional charges</li> </ul>		
Additional Optional Items		
Items	Rates	
Extensive Cleaning Service# (refer to FAQ)	\$40 per cleaner per hour	
Cleaning Service (Mon to Fri, 1800hrs - 2300 hrs)	\$30 per cleaner per hour	
Cleaning Service (Mon to Fri, 1800hrs - 2300 hrs)	\$35 per cleaner per hour	
Standard Venue Equipment	Quantity	
55-Inch LED TV	1	
Massage Chair	1	
Full Karaoke System (2x Speakers, 2x Microphones, 1x KOD display, 1 Mic receiver)	1 Set	





# Tropical Grove

Location: Between Towers 1 and 2

Area: 450 m<sup>2</sup>

Capacity: 200 Pax (Cocktail)

Nestled within SJ Campus is the Tropical Grove, an exquisite biophilic air-conditioned indoor garden within SJ Campus. Spanning 450 sqm, it is a vibrant oasis perfect for networking receptions, live band performances, and lifestyle bazaars. Hosting up to 200 standing guests comfortably amidst lush greenery will prove to be an unforgettable experience. The Tropical Grove is also a great vantage point to marvel at some of the architecture and engineering innovations of SJ Campus.





## Rental Package

Package	4 Hours Block	Additional Hour or Part Thereof
Event (Mon to Fri, 0900hrs - 1300hrs / 1400hrs - 1800hrs)	\$250	\$60
Event (Mon to Fri, 1900hrs - 2300hrs)	\$325	-
Event (Sat, Sun and Public Holiday, 0900hrs - 1300hrs / 1400hrs - 1800hrs)	\$400	\$120
<b>Inclusive items:</b> <ul style="list-style-type: none"> <li>Equipment as listed in Standard Venue Equipment List</li> <li>Basic Cleaning Service (0900hrs - 1800hrs) #Extensive cleaning may incur additional charges</li> </ul>		
Additional Optional Items		
Items*		
AV Support (Mon to Fri, 0900hrs - 1800hrs)	\$40 per cleaner per hour	
AV Support (Mon to Fri, 1800hrs - 2300hrs)	\$50 per cleaner per hour	
AV Support (Sat, 0900hrs - 1800hrs)	\$55 per cleaner 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)	\$35 per cleaner per hour	
4 nos Event Lighting	\$250 per session	
8 Loudspeaker (4nos.), Sub Woofer (2nos.), Monitor Speakers (2nos.)	\$500 per session	
*Subject to availability		
Standard Venue Equipment		
8" Portable Speakers (60W power, max SPL 123db)	2	
Handheld Microphone	2	

# Tropical Grove

Location: Between Towers 1 and 2

Area: 450 m<sup>2</sup>

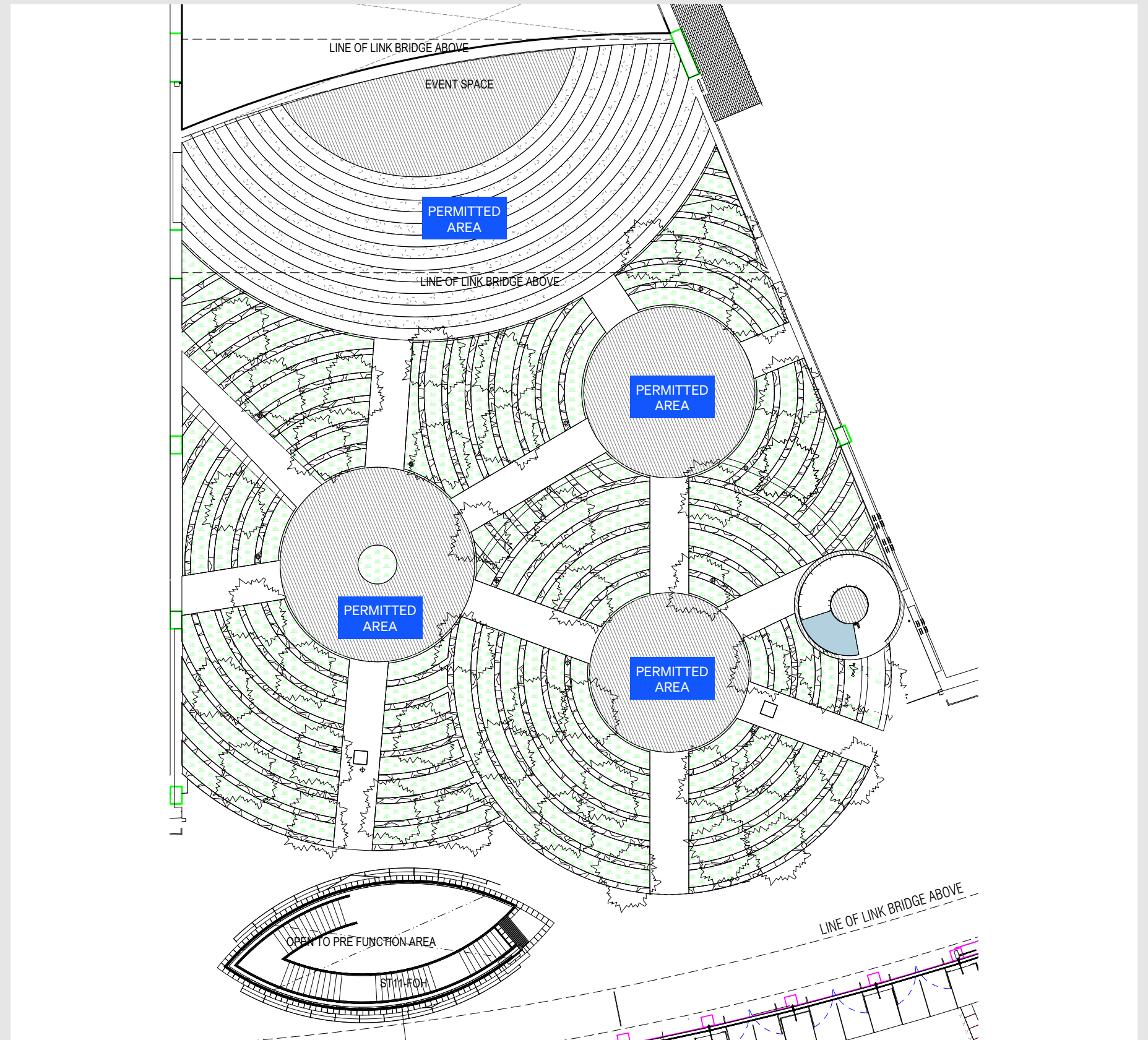
Capacity: 200 Pax (Cocktail)

For queries and booking, please contact Venue Management Team - Ms. Anita at 6232 1398 or email [facilitybooking@surbanajurong.com](mailto:facilitybooking@surbanajurong.com)





## Floor Plan



# Tropical Grove

Location: Between Towers 1 and 2

Area: 450 m<sup>2</sup>

Capacity: 200 Pax (Cocktail)





# Palm Grove

Location: Between Towers 2 and 3

Area: 450 m<sup>2</sup> (exclude circulation space)

Capacity: 150 Pax (Cocktail)

The Palm Grove is a 450 sqm indoor garden oasis surrounded by palm trees, perfect for hosting 150 guests in a standing cocktail setting. Enjoy the serene ambience amidst lush greenery, with a picturesque view of the basement 1 greenery enhancing your event's grandeur.





## Rental Package

Package	4 Hours Block	Additional Hour or Part Thereof
Event (Mon to Fri, 0900hrs - 1300hrs / 1400hrs - 1800hrs)	\$150	\$35
Inclusive items: <ul style="list-style-type: none"> <li>Basic Cleaning Service #Extensive cleaning may incur additional charges</li> </ul>		
Additional Optional Items		
Item	Rates	
Extensive Cleaning Service# (refer to FAQ)	\$40 per cleaner per hour	

# Palm Grove

Location: Between Towers 2 and 3

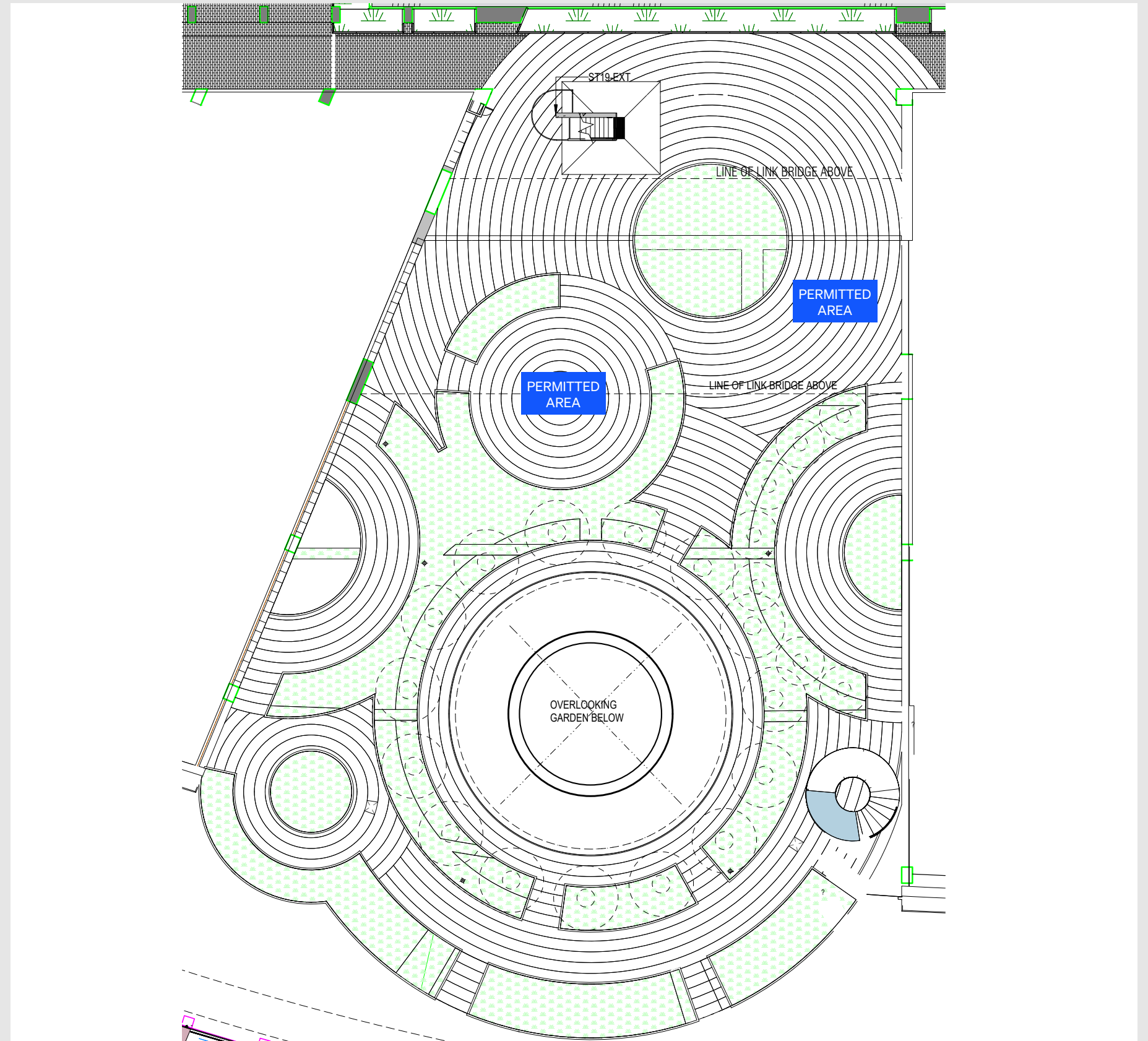
Area: 450 m<sup>2</sup> (exclude circulation space)

Capacity: 150 Pax (Cocktail)





## Floor Plan



# Palm Grove

Location: Between Towers 2 and 3

Area: 450 m<sup>2</sup> (exclude circulation space)

Capacity: 150 Pax (Cocktail)





# Meeting Rooms at Collaboration Hub

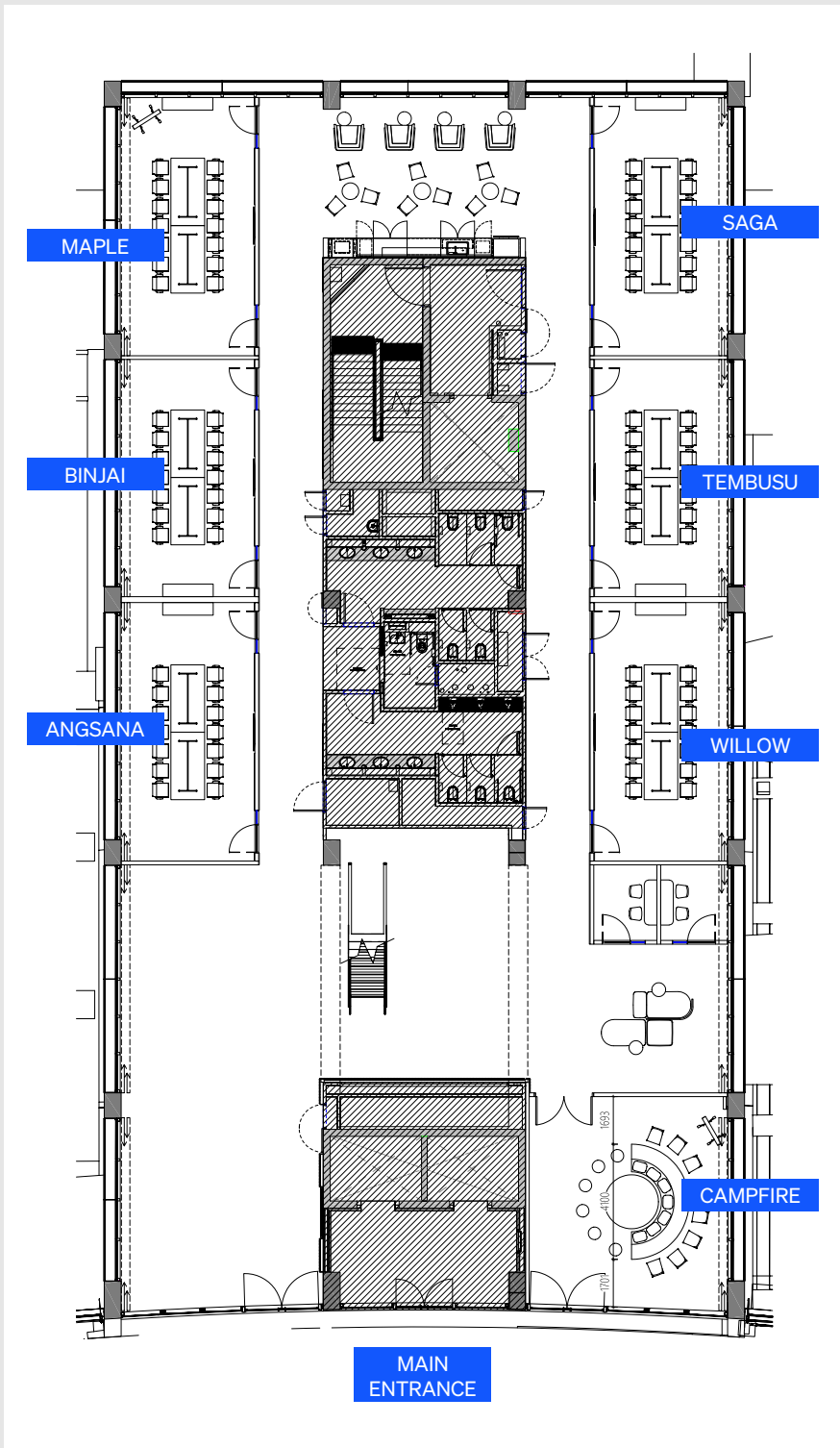
Location: Tower 7, Levels 1 and 2

Enhance your meetings with picturesque landscapes! Book our Collaboration Hub's meeting rooms for a superior backdrop with various sizes cater to different visitor groups. Contact our Venue Management Team for rates and elevate your meeting experience!

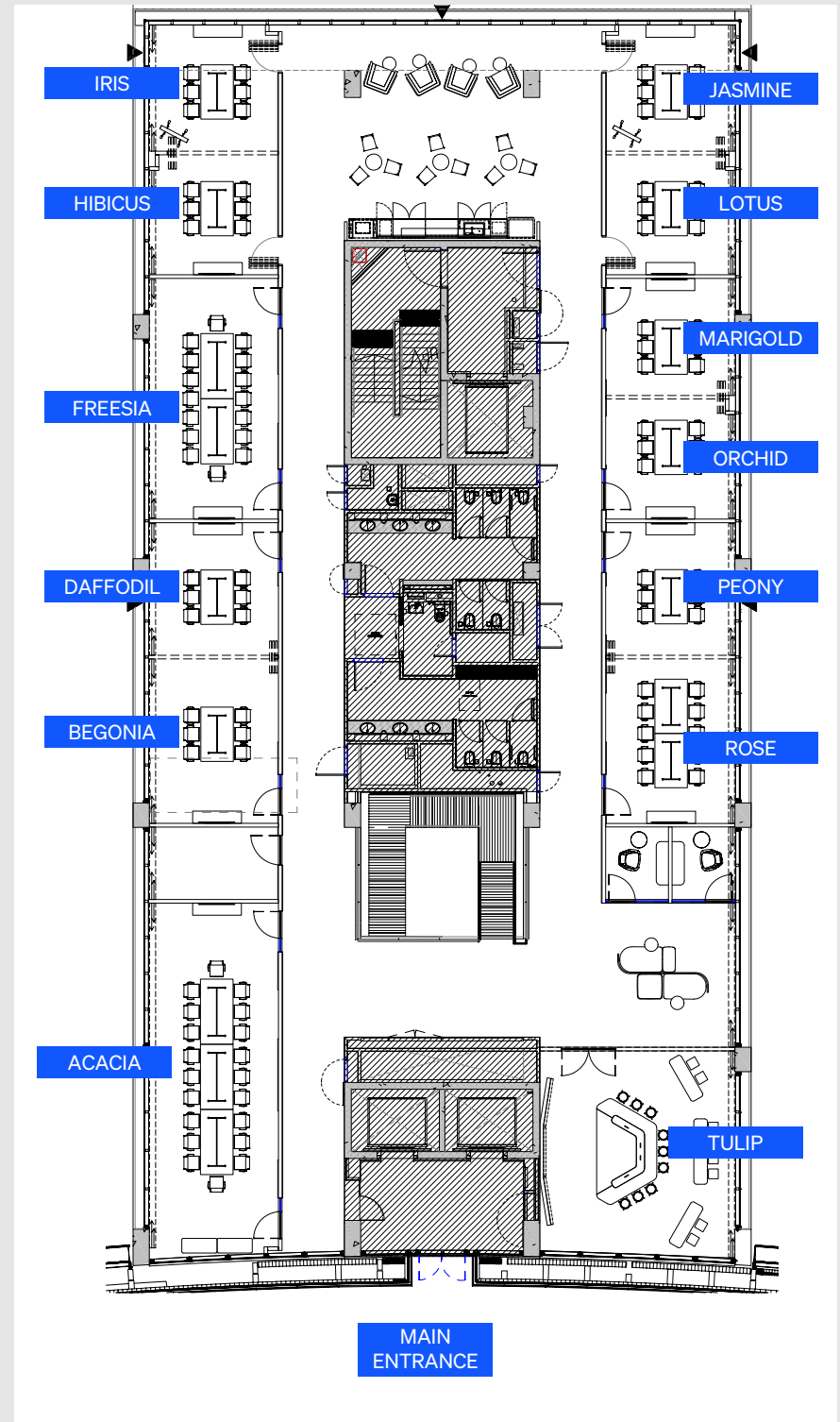




## Floor Plan



Level 1



Level 2

**Meeting Rooms  
at Collaboration Hub**  
Location: Tower 7, Levels 1 and 2

For queries and booking, please contact Venue Management Team - Ms. Anita at 6232 1398 or email [facilitybooking@surbanajurong.com](mailto:facilitybooking@surbanajurong.com)





## Rental Package

Package	Per Hour (min. 2 hours)
Event (Mon to Fri, 0900hrs - 1800hrs)	\$180
Event (Mon to Fri, 1800hrs - 2200hrs/ Sat, 0900hrs - 1300hrs)	\$220
<b>Inclusive items:</b> <ul style="list-style-type: none"> <li>• Free usage of pantry cum reception area</li> <li>• (1) Movable TV Set and (1) Whiteboard</li> <li>• Up to 60 Chairs</li> <li>• Air-conditioning and WIFI</li> <li>• Basic Cleaning service (Mon to Fri, 0900hrs - 1800hrs)<sup>#</sup> Extensive cleaning may incur additional charges</li> </ul>	
Additional Optional Items	
Items*	
Meeting Room	\$40 per hour
AV Support (Mon to Fri, 0900hrs - 1800hrs)	\$40 per hour
AV Support (Mon to Fri, 1800hrs - 2300hrs)	\$50 per hour
AV Support (Sat, 0900hrs - 1800hrs)	\$55 per hour
Extensive Cleaning Service <sup>#</sup> (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

# Tower 10, Level 2

Area: 352 m<sup>2</sup>

Capacity: 80 Pax (Seminar)





## Rental Package

Package	Per Hour (min. 2 hours)
Event (Mon to Fri, 0900hrs - 1800hrs)	\$180
Event (Mon to Fri, 1800hrs - 2200hrs/ Sat, 0900hrs - 1300hrs)	\$220
<b>Inclusive items:</b> <ul style="list-style-type: none"> <li>• Free usage of lounge and pantry cum reception area</li> <li>• (1) Movable TV Set and (1) Whiteboard</li> <li>• Meeting Tables with up to 30 Swivel Office Chairs</li> <li>• Air-conditioning and WIFI</li> <li>• Basic Cleaning service (Mon to Fri, 0900hrs - 1800hrs) #Extensive cleaning may incur additional charges</li> </ul>	
Additional Optional Items	
Items*	
Meeting Room (for 4 pax)	\$25 per hour
AV Support (Mon to Fri, 0900hrs - 1800hrs)	\$40 per hour
AV Support (Mon to Fri, 1800hrs - 2300hrs)	\$50 per hour
AV Support (Sat, 0900hrs - 1800hrs)	\$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)	\$35 per cleaner per hour

# Tower 10, Level 3

Area: 405.80 m<sup>2</sup>

Capacity: 25 Pax (Meeting Room)





## Rental Package

Package	Monthly Rate
Whole Fitted Unit	View to offer
<p>Inclusive items:</p> <ul style="list-style-type: none"> <li>• 60 Workstation</li> <li>• Free usage of lounge and pantry cum reception area</li> <li>• Meeting Room</li> <li>• Air-conditioning and WIFI</li> <li>• Basic Cleaning service (Mon to Fri, 0900hrs - 1800hrs) #Extensive cleaning may incur additional charges</li> </ul>	

# Tower 10, Level 4

Area: 461.80 m<sup>2</sup>

For queries and booking, please contact Venue Management Team - Ms. Anita at 6232 1398 or email [facilitybooking@surbanajurong.com](mailto:facilitybooking@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 from the Venue Management Team at 6232 1398 or email [facilitybooking@surbanajurong.com](mailto: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 from the Venue Management Team at 6232 1398 or email [facilitybooking@surbanajurong.com](mailto: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?**

Please check with the Venue Management Team.

## **What types of events are not allowed?**

Political events are not allowed. For other events, please check with the Venue Management Team.

## **Are pets allowed in the premises?**

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

## **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"><li>• Multi-Purpose Room 1</li><li>• Pre-Function Area</li><li>• Multi-Purpose Room 2</li><li>• Corporate Lounge</li><li>• Green Room</li><li>• Tropical Grove (between Towers 1 and 2)</li><li>• Palm Grove (between Towers 2 and 3)</li><li>• Meeting Rooms @ Collaboration Hub (Tower 7, Levels 1 and 2)</li><li>• Tower 10, Levels 2, 3 and 4</li></ul>	SJ Campus Venue Management	Contact Ms. Anita at 6232 1398 or email facilitybooking@surbanajurong.com