

**The Law Society of Singapore****Charges for Rental of Facilities**

	<b>Rate *</b>	<b>Charge (excluding GST)</b>
Conference Room	<b><u>Office Hours</u></b> <u>(9.30am - 5.30pm, Mondays to Fridays)</u> <i>Per hour</i> <i>Minimum Booking: 3 hours</i>	\$75
	<b><u>After Office Hours</u></b> <u>(5.30pm - 8.00pm, Mondays to Fridays)</u> <i>Per hour</i> <i>Minimum Booking: 2 hours</i>	\$100
	Whole Day Booking (9.30am - 5.30pm, Mondays to Fridays)	\$400
Small Meeting Rooms	<b><u>Office Hours</u></b> <u>(9.30am - 5.30pm, Mondays to Fridays)</u> <i>Per hour</i> <i>Minimum Booking: 3 hours</i>	\$55
	<b><u>After Office Hours</u></b> <u>(5.30pm - 8.00pm, Mondays to Fridays)</u> <i>Per hour</i> <i>Minimum Booking: 2 hours</i>	\$72
	Whole Day Booking (9.30am - 5.30pm, Mondays to Fridays)	\$300
Rental of Equipment (Laptop & Projector)	<i>Per hour</i> (9.30am - 8.00pm, Mondays to Fridays) <i>Minimum Booking: 2 hours</i>	\$100
	Whole Day Booking (9.30am - 5.30pm, Mondays to Fridays)	\$400

**\*Includes Refreshments** (Tea / Coffee / 1 soft drink and 1 snack item)  
Additional charges apply if more than 1 snack item requested.

Please direct all booking requests to Communications Departments at Tel: 6530 0238 or email: [communications.lawsoc.org.sg](mailto:communications.lawsoc.org.sg).