Pay Per Use Facilities

Lifelong Learning Institute

BOOK@LLI.SG  |  67451002 / 67180426

*Updated as of 15 Dec 2018*
Adjacent Event Training Rooms and event halls with operable walls can be expanded to host large events (max: 360pax, seminar style).
Training Room 1-1  1-2

Capacity per room:

<table>
<thead>
<tr>
<th>Cluster</th>
<th>Classroom</th>
</tr>
</thead>
<tbody>
<tr>
<td>30</td>
<td>30</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Seminar</th>
<th>Standing</th>
</tr>
</thead>
<tbody>
<tr>
<td>50</td>
<td>50</td>
</tr>
</tbody>
</table>

AV (per room)
- 2 projectors and screens for different room configurations
- Integrated sound system
- 1 handheld wireless microphone
- 1 headworn microphone / clip-on
- DVD player

Additional AV equipment*
- 1 handheld wired microphone

Inventory
- 6 whiteboard markers
- 2 flipcharts with paper pad
- Whiteboard duster

Additional inventory*
- Cocktail tables (table cloth available for rental separately)

*subject to availability
Event Halls 1-1 & 1-2
Event Hall 1-1 1-2
Event Hall 1-1/1-2

Capacity per room (pax):

<table>
<thead>
<tr>
<th>Cluster (6 pax per cluster)</th>
<th>Cluster (8 pax per cluster)</th>
</tr>
</thead>
<tbody>
<tr>
<td>60-84</td>
<td>80-96</td>
</tr>
</tbody>
</table>

Seminar 150-180 Classroom 90-100

AV (per hall)
- 2 projectors on 1 screen (16:9)
- 1 Live Streaming camera
- Stage lighting
- 4 handheld wireless microphones
- 2 headworn/clip-on microphones
- 1 Rostrum microphone
- Digital lecturn
- DVD player

Inventory
- 8 whiteboard markers
- 2 Flipcharts with paper pad
- Whiteboard duster

Additional Inventory*
- Raised stage with skirting
- Rostrum
- Cocktail tables* (table cloth available for rental separately)

Additional AV equipment*
- Up to 4 handheld wired microphones
- Up to 3 confidence monitors

*subject to availability
Overview of Level 2

Adjacent Event Training Rooms and event halls with operable walls can be expanded to host large events (max: 240pax for halls, 100pax for classrooms).
Training Room 2-1/2-2

Capacity per room:

<table>
<thead>
<tr>
<th>Cluster</th>
<th>Classroom</th>
</tr>
</thead>
<tbody>
<tr>
<td>30</td>
<td>30</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Seminar</th>
<th>Standing</th>
</tr>
</thead>
<tbody>
<tr>
<td>50</td>
<td>50</td>
</tr>
</tbody>
</table>

AV (per room)
- 2 projector and screens for different room configurations
- Integrated sound system
- 1 handheld wireless microphone
- 1 headworn microphone (or clip-on)

Additional AV equipment*
- 1 handheld wired microphone

Inventory
- 6 whiteboard markers
- 2 flipcharts with paper pad
- 1 Whiteboard duster

Additional Inventory*
- Cocktail tables (table cloth available for rental separately)

*subject to availability
Event Hall 2-1/2-2

**Capacity per room (pax):**

<table>
<thead>
<tr>
<th>Cluster (6 pax per cluster)</th>
<th>Cluster (8 pax per cluster)</th>
</tr>
</thead>
<tbody>
<tr>
<td>48-60</td>
<td>64-80</td>
</tr>
<tr>
<td>Seminar</td>
<td>Classroom</td>
</tr>
<tr>
<td>120-140</td>
<td>72-80</td>
</tr>
</tbody>
</table>

Stage cannot be joined across halls due to obstruction of entrance.

**AV (per hall):**
- 2 projectors on 1 screen (16:9)
- 1 Live Streaming camera
- Stage lighting
- 4 handheld wireless microphones
- 2 headworn/clip-on microphones
- 1 Rostrum microphone

**Additional AV equipment:**
- Up to 4 handheld wired microphones
- Up to 2 confidence monitors

**Inventory:**
- 8 whiteboard markers
- 2 flipcharts (w/paper)
- Whiteboard duster

**Additional Inventory:**
- Rostrum
- Raised stage with skirting
- Cocktail tables (table cloth available for rental separately)

*subject to availability*
The Lecture Theatre spans 2 floors, level 2 and 3. For ease of registration of guests during event day, direct all guests to Level 2 entrance.
Lecture Theatre  Level 2 & 3

Capacity

Fixed (with tables)
267 (+3 for wheelchairs)

AV
- 2 projectors on 1 screen (16:9)
- 2 Live streaming cameras
- Video conferencing system
- Stage lighting
- 4 Handheld wireless microphones
- 2 Headworn/clip-on microphones
- 1 Rostrum microphone
- 1 Digital lecturn
- DVD player

Additional AV equipment*
- Up to 6 handheld wired microphones
- Up to 2 confidence monitors

Additional Features
- Individual power sockets & ventilation points

Remarks
- No raised platform

Inventory
- 1 Rostrum

Additional Inventory*
- Cocktail tables (table cloth available for rental separately)

*subject to availability
Theatre Lounge  Level 3 (via Lobby B)

Capacity

<table>
<thead>
<tr>
<th>Cluster (6 pax per cluster)</th>
<th>Cluster (8 pax per cluster)</th>
</tr>
</thead>
<tbody>
<tr>
<td>36</td>
<td>48</td>
</tr>
</tbody>
</table>

Seminar  Classroom

<table>
<thead>
<tr>
<th>AV (per room)</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>60</td>
<td>40</td>
<td></td>
</tr>
</tbody>
</table>

Inventory

- 2 flipcharts
- 2 flipchart paper pads

Additional Inventory*

- Rostrum

Remarks

- Furniture cannot be removed from the lounge

*subject to availability
Overview of Level 9

The Level 9 facilities are only accessible via Lift Lobby A. The 3 training rooms can be combined to accommodate an estimate of 105 pax, in seminar style.
Training Room 9-1

Capacity per room:

<table>
<thead>
<tr>
<th>Cluster</th>
<th>Classroom</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 (Clusters of 4 or 6)</td>
<td>30</td>
</tr>
</tbody>
</table>

Seminar | 45 | Standing | 30 |

AV (per room)
- 1 projector and screen
- Integrated sound system
- 1 handheld wireless microphone
- 1 headworn/clip-on microphone
- 1 handheld wired microphone

Inventory
- 4 whiteboard markers (black, blue, green & red)
- 2 flipcharts with paper
- 1 Whiteboard duster

Common Breakout Area for all Training Rooms on L9
Training Room 9-2/9-3

Capacity per room:

<table>
<thead>
<tr>
<th>Cluster</th>
<th>Classroom</th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>(Clusters of 4 or 6)</td>
<td></td>
</tr>
<tr>
<td>Seminar</td>
<td>Standing</td>
</tr>
<tr>
<td>30</td>
<td>30</td>
</tr>
</tbody>
</table>

AV (per room)
- 1 projector and screen
- Integrated sound system
- 1 handheld wireless microphone
- 1 headworn/clip-on microphone
- 1 handheld wired microphone

Inventory
- 4 whiteboard markers (black, blue, green & red)
- 2 flipcharts with paper
- 1 Whiteboard duster

Common Breakout Area for all Training Rooms on L9
Frequently Asked Questions

1. **What is the permitted use for the facilities?**

The Lifelong Learning Institute is one of two Continuing Education & Training (CET) campuses built by SkillsFuture Singapore (SSG), for adult learning. Hence, events and activities held on campus should be related to training, skills upgrading and lifelong learning for the workforce. If you are looking to use our facilities for other purposes, please write in to BOOK@LLI.SG or call 6745 1002 / 6718 0426 to enquire, subject to our approval.

2. **How do I book the facilities?**

1. Check with us on availability of rooms: the date, time and estimated no. of attendees
2. Schedule a site visit (optional)
3. Submit the booking form: Ensure it is duly signed and stamped.
4. Once we process your booking, you will receive a system generated Proforma Invoice, please make full payment within 14 days from the date of booking, otherwise booking will be cancelled. Should the date of booking and event date be less than 14 days, you are required to make full payment immediately upon booking.
5. All cheque payments should be made payable to **Lifelong Learning Institute Pte Ltd** and sent to the following address on weekdays (from 0900hrs – 1700hrs):
   
   11 Eunos Road 8, #06-01A Lifelong Learning Institute, Singapore 408601
3. I see that the Schedule of Rates has 4-hour block rate, 8am – 5pm block and full day rate. If my workshop is from 9am – 6pm, how should I go about booking it?

For your event from 9am – 6pm, you can book in two ways, charges will differ accordingly. Please refer to the Schedule of Rates for charges:

**Option 1**
- 2 X 4-hr block from 0800 – 1200 and 1300 – 1700
- 2 x 1-hr extension from 1200 – 1300 and 1700 – 1800

**Option 2**
- 1 X 8am – 5pm block
- 1 x 1-hr extension from 1700 - 1800
Frequently Asked Questions

4. What is your payment policy?

Full payment must be made within 14 days from the date of booking. Otherwise, the booking will be released and the applicant would need to resubmit their booking which is subject to availability. Where the date of booking and the event date are less than 14 days, the applicant is required to make full payment immediately upon booking. Cheque payment has to be made at least 3 days before event, otherwise cash payment would be necessary.

All cheque payments should be made payable to Lifelong Learning Institute Pte Ltd and sent to the following address on weekdays (from 0900hrs – 1700hrs):

11 Eunos Road 8
#06-01A, Lifelong Learning Institute
Singapore 408601

5. What is your cancellation policy?

If you would like to cancel the booking for any reason whatsoever after full payment has been made, the following refund policy shall apply:

- Full refund if cancellation request is received by LLI at least 28 days before the event date;
- 50% refund if cancellation request is received by LLI at least 14 days before the event date;
- No refund if cancellation request is received by LLI within 14 days before the event date;

An administration fee of 10% of the full payment shall be levied on all cancellation requests. This shall be deducted from the payment made. The administration fee shall also apply to all bookings where payment has yet to be made.
6. How to get here?

Address: 11 Eunos Road 8, Lifelong Learning Institute, S(408601)

By Car

Route 1 & 2: From PIE, exit Paya Lebar Road, left turn after Cisco Building towards Eunos Ave 5/Eunos Road 8. Turn right into Lifelong Learning Institute (LLI) carpark.

Route 3: From Sims Avenue, turn left onto Paya Lebar Road, straight down past Shell station on the right, make a U-turn at the traffic junction. After that, left turn after Cisco Building towards Eunos Ave 5. Turn right into Lifelong Learning Institute (LLI) carpark.

Route 4: From Guillemard Road, go straight to Paya Lebar Road, straight down past Shell station on the right, make a U-turn at the traffic junction. After that, left turn after Cisco Building towards Eunos Ave 5. Turn right into Lifelong Learning Institute (LLI) carpark.

By MRT

• Use Exit B after alighting at Paya Lebar MRT station, walk towards LLI via the pedestrian walkway. It is a short 2-minute walk away.

By Bus

• Paya Lebar Road (near Paya Lebar MRT):
  Service 24, 28, 43, 70, 70M, 76, 135, 154, 155
• Sims Avenue (Tanjong Katong Complex):
  Service 2, 7, 13, 21, 24, 26, 28, 30, 51, 67, 154, 155
Frequently Asked Questions

7. What are the parking charges?

<table>
<thead>
<tr>
<th>For Cars</th>
<th>For Motorcycles</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Monday to Saturday</strong></td>
<td><strong>Monday to Saturday</strong></td>
</tr>
<tr>
<td>0600 to 1759 hrs</td>
<td>$1.60 per half hour</td>
</tr>
<tr>
<td>1800 to 2359 hrs</td>
<td>$3.21 per entry</td>
</tr>
<tr>
<td>0000 to 0559 hrs</td>
<td>$12.00 per entry</td>
</tr>
<tr>
<td><strong>Sunday &amp; Public Holiday</strong></td>
<td><strong>Sunday &amp; Public Holiday</strong></td>
</tr>
<tr>
<td>0600 to 2359 hrs</td>
<td>$3.21 per entry</td>
</tr>
<tr>
<td>0000 to 0559 hrs</td>
<td>$12.00 per entry</td>
</tr>
<tr>
<td><strong>Full Day Parking</strong></td>
<td><strong>Full Day Parking</strong></td>
</tr>
<tr>
<td>0600 to 2359 hrs</td>
<td>$25.00 (Monday to Saturday only)</td>
</tr>
<tr>
<td>Grace Period</td>
<td>10 minutes</td>
</tr>
</tbody>
</table>

8. Can I reserve parking lots for my guests?

Reservation of carpark lots at LLI basement carpark is available at a fee of $53.50 per lot (include GST and hourly parking charges will be charged separately). Reservation is for one-time entry only as the lot will be released once the vehicle leaves the carpark. To make reservations for the carpark lots, please write to us at BOOK@LLI.SG and provide:

| Guest name | Vehicle Number | IU No. | Vehicle Make (Optional) | Vehicle Colour (Optional) | Preferred Lift Lobby for reserved lot |

Cheque payment can be made to Lifelong Learning Institute Pte Ltd.
Frequently Asked Questions

9. Can I purchase complimentary tickets for my guests?
   • Parking coupons available for purchase at a fee of $25 (including GST); which covers full day parking from 0600 to 2359hrs. Parking coupons are only to be utilised on the day purchased for and for one-entry only.
   • Parking is subject to availability of lots; purchasing a parking coupon does not guarantee a lot. Unused parking coupons cannot be transferred to another day and is not refundable.
   • To purchase, please write to us at BOOK@LLI.SG by stating the number of coupons to be purchased and the date of use of the coupons. Cheque payment can be made to Lifelong Learning Institute Pte Ltd.

10. In the event of there are no more parking space on campus, are there parking facilities at neighbouring buildings?
    Guests can also park at nearby areas like Certis Cisco, Paya Lebar Square, City Plaza and Singpost.
11. Is there a list of appointed caterers that we can choose from?
We do not have appointed caterers at the moment. Please make provisions on your own. However, you may wish to consider ordering from our F&B outlet, NINETY NINE Bistro & Kitchen (Halal certified), which provides catering services as well.

12. What are the dining options available in/around the campus?
We have an F&B outlet on campus, NINETY NINE Bistro & Kitchen, located at #01-02 (near to Lift Lobby B). There are also no lack in dining options around the campus:
- Haig Road Food Centre (include Halal, Indian, Vegetarian food)
- City Plaza (include Halal)
- 112 Katong: Free shuttle bus service at 15-minute intervals from Paya Lebar MRT Exit A
- Paya Lebar Square (include Halal, Indian)
- Singpost

13. Where do I place my buffet line if I have catered food for my guests?
Please refer to the layout plan from Pg. 26 onwards. Food and beverages may also be placed within the room, on the laminated floor. However, should there be stains, spills or smells after the event, you will be charged for the cleaning cost on a reimbursement basis.

14. Can I do a sit-down banquet lunch or dinner on campus?
Your request will be evaluated by LLI Management, subject to approval. If approved, please make provisions for the tables as our tables may only be used for training purposes. Should there be stains, spills or smells after your event, you will be charged for the cleaning cost on a reimbursement basis.
15. Am I allowed to make changes to the layout plan after submission of booking?

Please give us your layout plan at least 5 working days in advance. Once we receive your layout plan, we will only provide a one-time setup. Changes to the room setup will not be entertained.

16. I require an empty room for my event / exhibition. Is it possible?

We are a training campus, hence our furniture is designed to be used within each facility. To maximise space for training purpose, our storage space is kept to a minimum. Hence should you require no furniture for your event, the existing furniture in the room would have to remain in the room but be pushed to one side.

17. What is included in the rental?

Rental rates are inclusive of the standard inventory found in our facility listing. Additional charges shall apply for non-standard requirements (e.g. dedicated AV tech, standby cleaner etc.)

18. Will there be a dedicated AV technician for my event?

We have one AV technician in-charge of all the AV equipment on campus. Hence we would advise you to factor in sufficient setup time for your event (preferably at least 1 – 2 hours) so as to ensure smooth running of your event. Should you require dedicated AV support, additional cost will apply. Dedicated AV support is only applicable for events at the Lecture Theatre or Event Halls.
19. Are the partitions between the facilities sound-proof?
Yes, the facilities are sufficiently sound-proof, however, care has to be taken such that events do not cause disturbance or disruptions to other users of our campus.

20. What is the maximum capacity that the campus can handle for my major event?
Our 4 spaces (Event Halls and Training Rooms) at level 1 can be combined to form a large space for major events. It is good for large scale events such as career fairs, launch events or conferences. Breakout areas such as the atrium just outside the halls are also available to complement the spaces. For seated capacity, the maximum that the combined spaces can accommodate is approximately 360 – 400 pax, depending on the configuration of the rooms.

21. I have further queries or would like to visit the facilities before making a booking. Who can I contact?
Please email us at BOOK@LLI.SG or call 6745 1002 / 6718 0426.
Catering / Refreshment Areas
Outside Room Facilities
Level 1 – Event Buffet Area

Legend

- Orange: Event Hall
- Green: Training Room