

## **SAFRA FUNCTION ROOM BOOKING**

### **BOOKING**

#### **Who can book the venues for events?**

The function room facilities are open to both SAFRA members and non-members for booking. However, SAFRA members will enjoy up to 20% off non-member rates. SAFRA members also receive an additional 10% off if they make a booking during their birthday month.

#### **I am representing a corporate company; can I use my SAFRA membership to book the venue for events?**

Yes, your company can enjoy the special discounted rates if the booking is undertaken by you as the main applicant.

#### **How do I book the venues for events?**

For enquiries, you may email [functionrooms@safra.sg](mailto:functionrooms@safra.sg)

#### **How do I check venue availability?**

For enquiries, you may email [functionrooms@safra.sg](mailto:functionrooms@safra.sg)

**Note:** As we are a members' club, all members have equal rights to enjoy the benefits of booking the function rooms to host their events. We seek your kind understanding that we are unable to tentatively/soft book any room as bookings are on a first-come, first-served basis. Booking is only confirmed upon the completion of the Room Booking Agreement along with full payment.

### **CHARGES & PAYMENT MODE**

#### **What are the venue charges?**

Click [here](#) for the room charges

**What happens after I make the payment?**

Upon successfully making the payment at the customer service counter, you will receive the [Booking Confirmation] email within 5 working days. In the unlikely situation where you do not receive the [Booking Confirmation], you may contact us at [functionrooms@safra.sg](mailto:functionrooms@safra.sg).

**CATERING****Can I engage my own caterer?**

You may engage your preferred licensed caterer. However, please ensure that you comply with SAFRA rules & regulations:

- Kindly ensure that the caterer does the buffet line setup/tear down and clearing of trash within the booking time frame.
- Please advise your caterer to set up the buffet line inside the function room. Setting up buffet lines and tables outside the function room is strictly not allowed.
- No on-site cooking or food preparation/portioning activities are allowed within the SAFRA premises.

**CONSUMPTION OF ALCOHOL****Can I consume alcohol inside the function room?**

Under the Liquor Control Act, any supply of liquor in Singapore with more than 0.5% ethanol content needs an official liquor license. You may engage your preferred licensed mobile bar caterer or our in-house vendor for the supply and serving of alcohol in the function room.

**SITE RECCE & ROOM VIEWING****How do I arrange for a room viewing or site recce?**

To respect the privacy of our members, room viewings will only be conducted when the room is vacant without events. Hence, if you are planning a room viewing, please check with us on the

room viewing availability. We will be able to advise you on the room viewing availability 3 to 5 days in advance. You may contact us at [functionrooms@safra.sg](mailto:functionrooms@safra.sg)

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To speak to our Function Room Sales Executive, you may contact us at **6377 9141**. Business hours are Monday to Sunday (except Public Holidays), 9am to 1pm and 2pm to 6pm.