

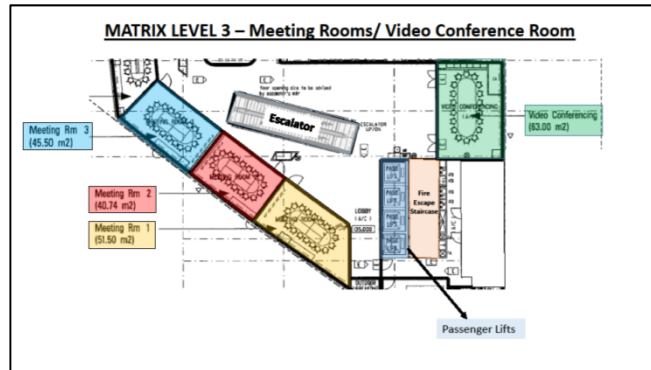
Information Handbook for Biopolis Meeting Facilities

Matrix Level 3 and 4

Layout

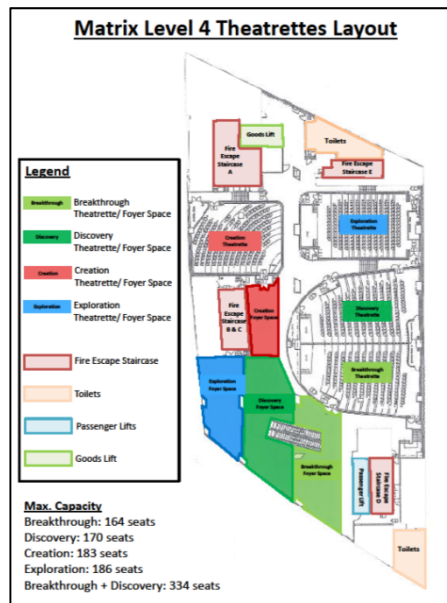
Meeting Rooms / Video Conference Room

Double Click
for reference



Theatrettes

Double Click
for reference



Rental rates

Theatrette



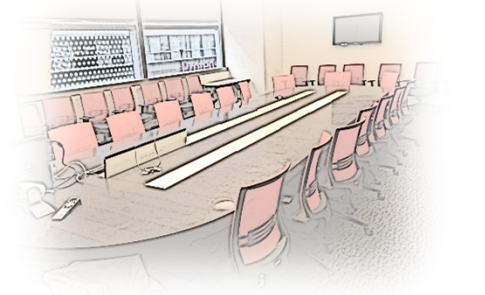
Operational Hours	Rate	Per Theatrette
Office Hours (8.30am to 5.30pm)	Hourly	\$340.00
	Half-day (4 Hour Block)	\$1,340.00
	Full-day (8 Hour Block)	\$2,600.00
After Office Hours (5.30pm to 10.00pm)	Hourly	\$510.00
	Full Duration (4 Hour Block)	\$2,010.00
Overnight (10.00pm to 8.30am) & Weekends	Hourly	\$680.00
	Half-day (4 Hour Block)	\$2,680.00
	Full-day (8 Hour Block)	\$5,200.00
Public Holiday	Closed	

Meeting Rooms



Operational Hours	Rate	Per Meeting Room
Office Hours (8.30am to 5.30pm)	Hourly	\$120.00
	Half-day (4 Hour Block)	\$470.00
	Full-day (8 Hour Block)	\$920.00
After Office Hours (5.30pm to 10.00pm)	Hourly	\$180.00
	Full Duration (4 Hour Block)	\$700.00
Overnight (10.00pm to 8.30am) & Weekends	Hourly	\$240.00
	Half-day (4 Hour Block)	\$940.00
	Full-day (8 Hour Block)	\$1,840.00
Public Holiday	Closed	

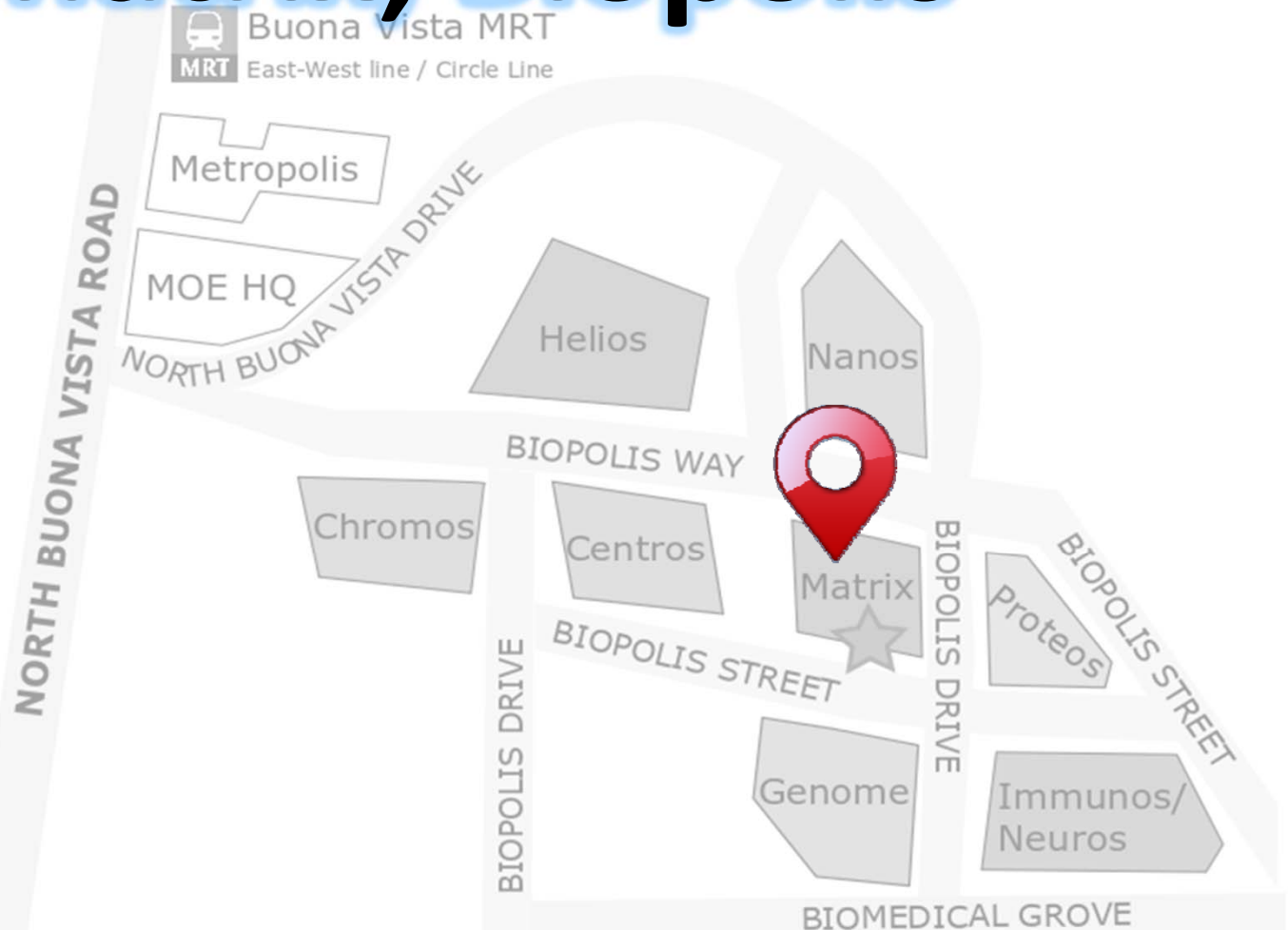
Video Conference Room



Operational Hours	Rate	Per Video Conference Room
Office Hours (8.30am to 5.30pm)	Hourly	\$150.00
	Half-day (4 Hour Block)	\$570.00
	Full-day (8 Hour Block)	\$1,000.00
After Office Hours (5.30pm to 10.00pm)	Hourly	\$220.00
	Full Duration (4 Hour Block)	\$850.00
Overnight (10.00pm to 8.30am) & Weekends	Hourly	\$300.00
	Half-day (4 Hour Block)	\$1,140.00
	Full-day (8 Hour Block)	\$2,000.00
Public Holiday	Closed	

Rate Categories	Any Booking Time between
Office hour	8.30am to 5.30pm
After Office hour	5.30pm to 10.00pm
Overnight/Weekend Hour	10.00pm to 8.30am

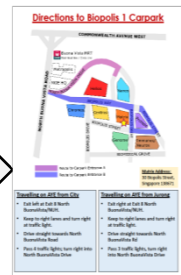
Directions to Matrix, Biopolis



For Drivers,



**Double Click
for reference**



For Public transport users,



**Double Click
for reference**





Purchase of Complimentary Parking Coupons

Biopolis Carpark is managed by LHN Parking Pte Ltd.

Kindly contact the following:

Email: enquiries@lhnparking.com.sg

DID: 6631 0078

Office Hours: 8.00am to 5.00pm (Monday to Friday)



Audio-Visual

Please contact our AV support technician,
Jaze at 8190 9818 for assistance.

As our AV support technician is in-charge of all the Matrix Meeting Facilities at Level 3 and 4, he will only be assisting with AV set up before the event and any issues faced during the event.

Below AV support charges applies if:

- You require an AV support technician to be present throughout your event; or
- Your event is held on weekday after office hours and weekends

OSFA Meeting Facilities will assist in liaising you with our AV support vendor. Our existing vendor, PAVE System Pte Ltd will bill you directly, using our SOR.

AV support charge* is as follows, may be subjected to GST rates:

AV	UOM	Unit rate (excl GST)
Provision of 1 technician for events on Monday –Friday (after office hours), Saturday, Sunday and Public Holiday		
By per hour	1hr	\$80
By per half day (4 hour block)	4-hour block	\$300
By per day (8 hour block)	8 hour block	\$500

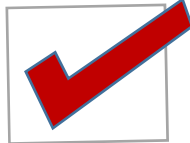
*Rates are subjected to change.

Please confirm the rates with OSFA Meeting Facilities Team

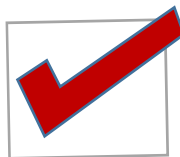


Audio-Visual

AV Check List



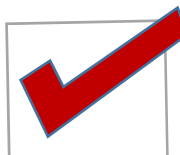
Bring own laptop adaptor



Do settings on your laptop –
No sleeping/standby mode
during presentation



To test all laptops that are
going to be used for
presentations



Check that all cables are
well-intact



Catering

- We do not provide in-house catering. You can outsource your preferred caterer for your event.
- No Food and Beverages are allowed in the theatrette and meeting rooms.
- Catering is allowed only in the foyer space area.

Below Cleaning and Extension of Aircon charges applies if:

- Your event is held on weekday after office hours and weekends

Cleaning Service

OSFA Meeting Facilities will assist in liaising you with our cleaning vendor. Our existing vendor, Primech Cleaner Services Pte Ltd will bill you directly, using our SOR.

Cleaning charge* is as follows, may be subjected to GST rates:

Cleaning services	UOM	Unit rate (excl GST)
Ad-hoc cleaning services after 6pm on weekdays; and after 1pm on Saturday for after events at theatrettes, meeting rooms and video conference rooms.	Minimum of 4 hours	\$14 per hour per worker

Extension of Aircon in Foyer space

OSFA Meeting Facilities will include the charges in our quotation to you. The aircon in the foyer space is operated by our landlord, JTC. Hence, you will need to extend the aircon if you have catering during after office hours.

Extension of Aircon charge* is as follows, may be subjected to GST rates:

Aircon extension at Foyer spaces	Weekday (before 7am and after 7pm) Saturday (after 1pm); Sunday (whole day)
Matrix Level 3 foyer space (500 sqm)	\$10.00/hour excluding GST
Matrix Level 4 foyer space (850 sqm)	\$17.00/hour excluding GST

*Rates are subjected to change.

Please confirm the rates with OSFA Meeting Facilities Team



Security Clearance for Vendors

Double click on it
to save the form

Appendix S201.1
SOP S201
01/07/2017

Biopolis @ One-north
Application For Security Clearance
(JTC Common Areas ☐ / A*STAR and Research Institute ☐ /
Other Tenant's Premises ☐) *Tick ☒ where applicable

CW SERVICES

Date of Commencement: _____ Hours of Work: _____
(i.e. 7am to 7pm)
Date of Completion: _____
Location of Work: _____
Description of Works: _____

Applicant Details:

(Signature & Date) Company Stamp: _____
Name : _____ Name of Supervisor: _____
Mobile No. : _____

Worker(s) Details:		(Attach name list if required)						
S.No.	Name	NRIC/Work Permit/Passport No.	Nationality	Work Permit Expiry	Block No.	Pass No.	Time Pass Out	Time Pass In
Please use page overleaf								

List of Tools / Equipment Used (Attach list if required)

S.No.	Item Description	Quantity
1		
2		
3		
4		
5		

Endorsed By (Cushman & Wakefield may endorse on JTC's behalf):

Owner (JTC Corporation):		Biopolis FMC (CW Services):	
(Signature & Date)		(Signature & Date)	
Name: _____		Name: _____	
Designation: _____		Designation: _____	

Tenant:		Name of Institute:		Tenant FMC:	
(Signature & Date)		(Signature & Date)		(Signature & Date)	
Name: _____		Name: _____		Name: _____	
Designation: _____		Designation: _____		Designation: _____	

CW Services Page 1/2 01 Jul 2017

Risk Assessment for works process to be reviewed and approved by tenants. An approved copy to be forwarded to CW Services with this application, if applicable.

1. Please send the form to your vendors (if you have).
2. Get your vendors to sign with company stamp.
3. Send the signed copy to OSFA Meeting Facilities Team for endorsement at facilitybooking@hq.a-star.edu.sg

In what circumstance do you need to submit Security Clearance?

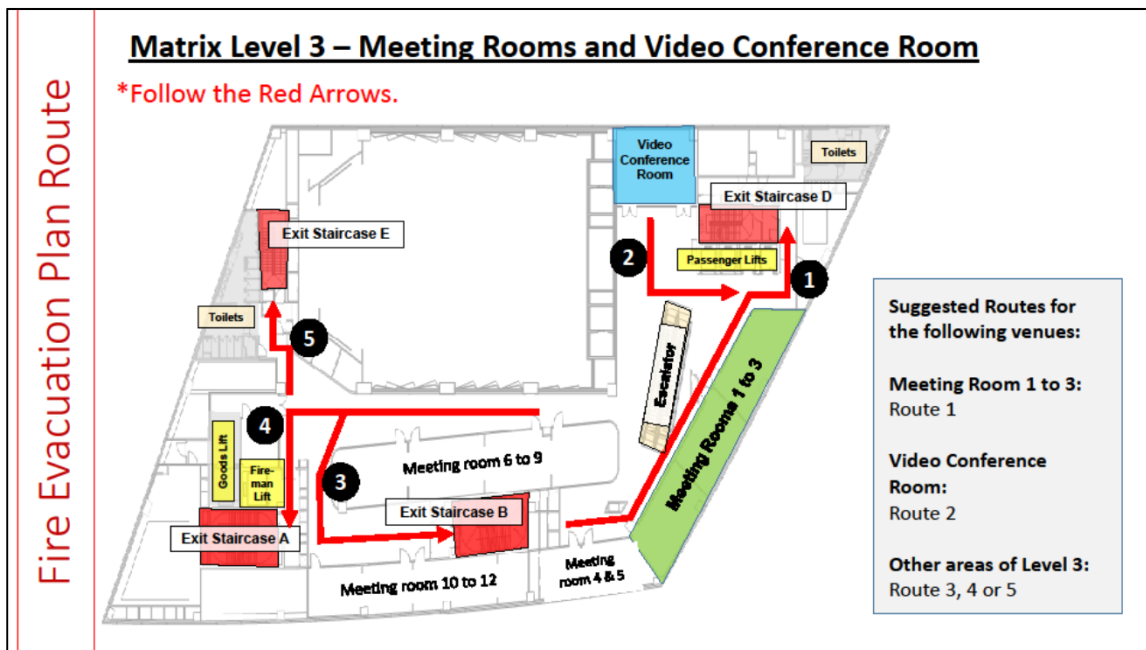
If your vendor have big equipment or require the access of Goods Lift from Basement to Level 3 or 4.

E.g. Catering Companies, Booth Exhibition,

Emergency Routes



Please click below image for the Fire evacuation route plans for Matrix Level 3 and 4.





Choice of using
either **"Wireless@SG"** or **"A*STAR-Guest"**

"Wireless@SG"

1. Go to settings, turn on WiFi connection and select "Wireless@SG"
2. Register by using your
 - Mobile Number*
3. One-time password will be sent to the mobile number.
4. Key in the one-time password as requested.

**Can be either local or overseas number with auto-roaming*

"A*STAR-Guest"

1. Go to settings, turn on WiFi connection and select "A*STAR-Guest"
2. Register for new account with
 - Name
 - Mobile Number*
 - Company Name
 - Email Address
3. Password will be sent to mobile number. Note down the password for future logins.
4. The wi-fi account will expire by the end of the day, timing 23:59. Have to re-create an account the next day.

**Can be either local or overseas number with auto-roaming*



Lock/Unlock the Theatrette

Inform OSFA Meeting Facilities Team at
facilitybooking@hq.a-star.edu.sg ,
they will assist you with the locking and unlocking of
theatrette for your event.*

**OSFA Meeting Facilities is not responsible for any items left behind in the theatrettes/meeting rooms.*

A*STAR

Personal Data Protection

Photographs or video footage of you may be taken and/or used by the A*STAR Group for promotional, publicity and other related purposes.

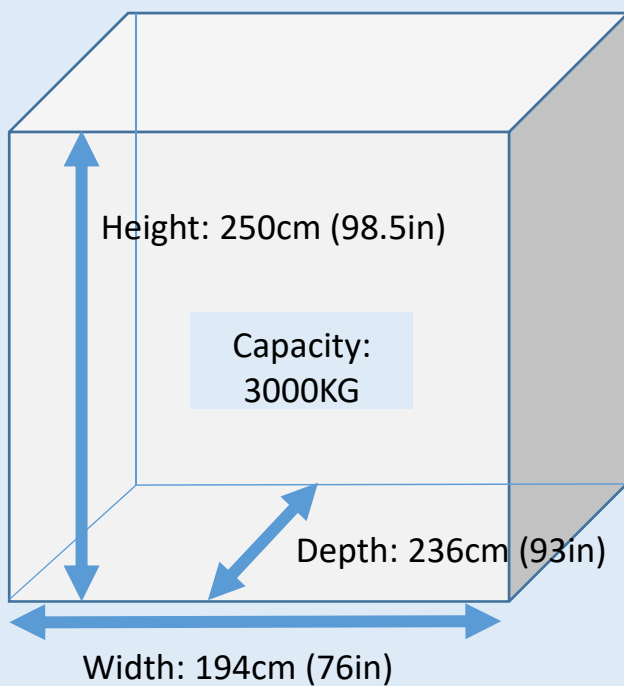
If you do not wish to be filmed or photographed, please avoid this area. For avoidance of doubt, these photographs and/or video recordings taken of you shall belong to A*STAR Group.

Please contact our DPO at DPO@a-star.edu.sg for further clarification.

Note: Above notice applies to Matrix Shared Meeting Facilities and A*STAR areas.

Dimensions

Goods lift



Foyer space area

Height of Foyer space: 3 metre

Area of Foyer space: 850 sqm (Level 4)

Dimensions of registration tables



Length: 1.5 metre

Width: 0.6 metre

Height: 0.74 metre