ACES Premises at 18 Sin Ming Lane #06-01 Midview City is now available to members’ rental for day-seminars, conferences, workshops, etc.

Members who wish to use the premises should complete the attached form and submit at least 3 working days in advance through the ACES Secretariat via email at secretariat@aces.org.sg. Please do take note of the conditions of use.
Hall equipped with LED TV, DVD, Speakers, Microphones & 50 Chairs with tablet.

Conference Room equipped with Projector, Whiteboard, Screen, Office Chairs & Tables. Convertible to Seminar or Classroom. Extendable to Hall with connecting foldable doors.

Outdoor Balcony
Application for Use of ACES Premises

The use of ACES premises at 18 Sin Ming Lane #06-01 Midview City Singapore 573960 is available to ACES members at charges indicated below. Application must be made at least 3 working days in advance through the ACES Secretariat via email at secretariat@aces.org.sg. For any enquiries, please contact ACES Secretariat at 6324 2682.

ACES Member Firm: 
Firm Address: 
Contact No.: 
Contact Person: 
Name of Event: 
Description of Event: 
Anticipated Attendance: 
Actual Event Date & Time: 
Entrance Time: Exit Time: 
Will food be served? If yes, please provide details

Signature of person completing this form Date

Scale of Charge for ACES Members:

<table>
<thead>
<tr>
<th>Day Rate (exceeding 4 hrs &amp; max 8 hours)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Day (9am-6pm)</td>
<td>$300.00 (before GST)</td>
</tr>
<tr>
<td>Half Day (4 hrs or less)</td>
<td></td>
</tr>
<tr>
<td>AM (9am – 1pm)</td>
<td>$150.00 (before GST)</td>
</tr>
<tr>
<td>PM (2pm – 6pm)</td>
<td></td>
</tr>
</tbody>
</table>

Payment made payable to: “ACESing Pte Ltd” and mail to: 18 Sin Ming Lane #06-01 Midview City S(573960).
Application for Use of ACES Premises

Conditions of use:

1. The usage hours are between 9am to 6pm for full day, 9am to 1pm for half day am and 2pm to 6pm for half day pm.
2. Office areas are out of bounds.
3. Limited tables and chairs are available for use but seat arrangement shall be carried by members themselves.
4. Tables and chairs shall be returned to original location after use.
5. Food with offensive smell such as durians, are not permitted.
6. The premises must be kept clean at all times, all the rubbish must be bagged and disposed by the user.
7. Damaged caused to the furniture and fixtures shall be borne by the member, and shall be deducted from the deposit.
8. Approval for use of premises is at discretion of ACES Council, and is on first come first serve basis.