

TREHAUS

VENUE RENTAL BROCHURE

EVENT VENUE



EVENT HALL (WITH STAGE)

Up to 180 pax
\$450/hour
Min. 4 hours

MID + EAST FORUM (WITH STAGE)

Up to 120 pax
\$325/hour
Min. 2 hours

WEST + MID FORUM

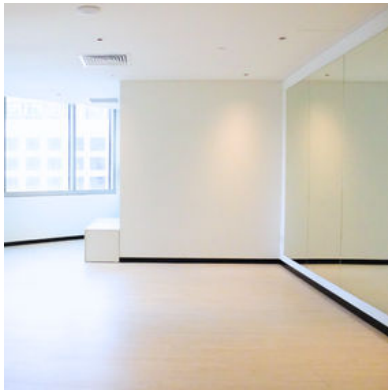
Up to 120 pax
\$275/hour
Min. 2 hours

WEST FORUM

Up to 60 pax
\$175/hour
Min. 2 hours

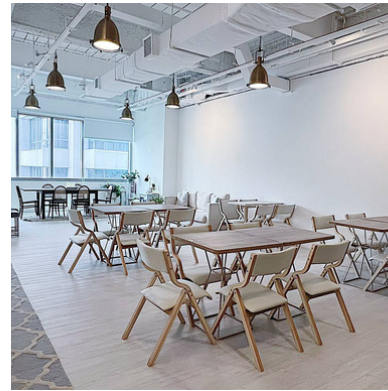
EAST FORUM (WITH STAGE)

Up to 60 pax
\$225/hour
Min. 2 hours



STUDIO

Up to 30 pax
\$150/hour
Min. 2 hours



LIVING ROOM

Up to 50 pax
\$325/hour
Min. 2 hours



CONFERENCE ROOM

Up to 12 pax
\$150/hour
Min. 1 hour



THE GLASS HOUSE

Up to 20 pax
\$250/hour*
Min. 4 hours

Note: Number of pax are based on theatre-style seating arrangement.

**Subject to a mandatory \$90 barista fee*

Basic tables and chairs are included in the venue rental.

All prices are before GST.

Indoor Playground Access @ Trehaus



Single Entry: \$30/Child/Hour
**including 1 parent*

FULL PLAYGROUND ACCESS: \$300/hour
(max 25 children)

PARTY PACKAGE ADD-ON - \$600

**with Trehaus Venue Rental*

Unlimited Playground Access during event (UP \$300/hr)
1x Supervisor in Playground
1x Bluetooth Speaker Rental (UP \$50)

Playground Rules:

- Socks are required to be worn within the playground premises due to hygiene purposes for both children and adults
- Parental supervision is required for children 3 years and under (*One parent to one child*)
- Be respectful to staff
- Strictly no food and drinks inside playground premises
- Do not remove any toys from the playground
- Please treat the space and toys with respect

Add-on electronics rental

AV equipment rental (per event basis)

\$50 for a portable speaker with wired microphone

\$50 for use of LED projector and 4 TV screens in Event Hall

\$50 for use of portable LED projector and screen

\$50 for use of 1 Bluetooth speaker

\$200 (plus a \$500 refundable deposit) for use of full AV system in Event Hall / East Forum including LED projector and screen, 2-4 TV screens, 4 high-quality built-in speakers, and 1 wireless microphone

All prices are before GST.

TERMS & CONDITIONS

All prices are before GST.

CONFIRMED BOOKINGS

Bookings will only be considered confirmed once a **50% deposit** of your **Grand Total** has been made and a **signed copy** of the **Venue Rental Agreement** is returned to us. Please note that this deposit is **non-refundable**.

Full payment must be made at least 2 weeks before your event date. If payment has not been received, we will release your event venue rental booking and forfeit the 50% deposit.

LAST-MINUTE BOOKINGS

There is a 10% to 20% surcharge of the total charges if bookings are made less than 3 weeks in advance.

CHANGES TO BE MADE

Any changes made to your event must be **made at least 2 weeks prior to event date**. Any last minute changes made 2 weeks before the event date are subjected to availability and are chargeable.

VENUE RENTAL RULES

External vendors (catering, decoration, backdrop etc.) are only allowed to enter the venue at the start of the rental time and must clear out by the end of rental time. Any delays in clearing out of the venue are subjected to additional venue charges (*per hourly charge*).*

EVENTS ON EVE OF AND ON PUBLIC HOLIDAYS

Venue bookings that fall on Eve of Public Holiday are subjected to a 25% surcharge. Venue bookings that fall on Public Holidays are subjected to a 50% surcharge.

EARLY MORNING / LATE NIGHT EVENTS

Events starting before 10 AM and/or ending after 7 PM are subjected to additional surcharges from \$60.

TERMS & CONDITIONS

REFUNDABLE VENUE RENTAL DEPOSIT

A Refundable Venue Rental Deposit of **\$200 nett** is required for all venue rentals.

*This deposit will be refunded within 2 weeks from event date (if client details are provided) unless there is loss or damage to Trehaus property.

REFUNDABLE AV RENTAL DEPOSIT

A Refundable AV Rental Deposit of **\$500 nett** is required for rental of the full AV system in East Forum.

*This deposit will be refunded within 2 weeks from event date (if client details are provided) unless there is loss or damage to Trehaus property.

CLEANING FEE

A mandatory Cleaning Fee from **\$80** (No F&B) or from **\$150** (With F&B) is applicable for all venue rental.

EXTERNAL CATERER FEE

External catering is subjected to a **\$200** External Caterer Fee.

We do not provide takeaway boxes/containers for leftover food.

CONTACT US

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Instagram: @trehausco

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