



VENUE HIRE AT JEWEL CHANGI AIRPORT



UNIQUE WORLD-CLASS PLAY ATTRACTIONS

22,000 sqm

RETAIL

Over 280 shops & F&B outlets

AVIATION FACILITIES

- Passenger lounge • Early check-in facilities
- Baggage storage services • Tax claim facilities

HOTEL

130-room cabin hotel by YOTELAIR
Singapore Changi Airport



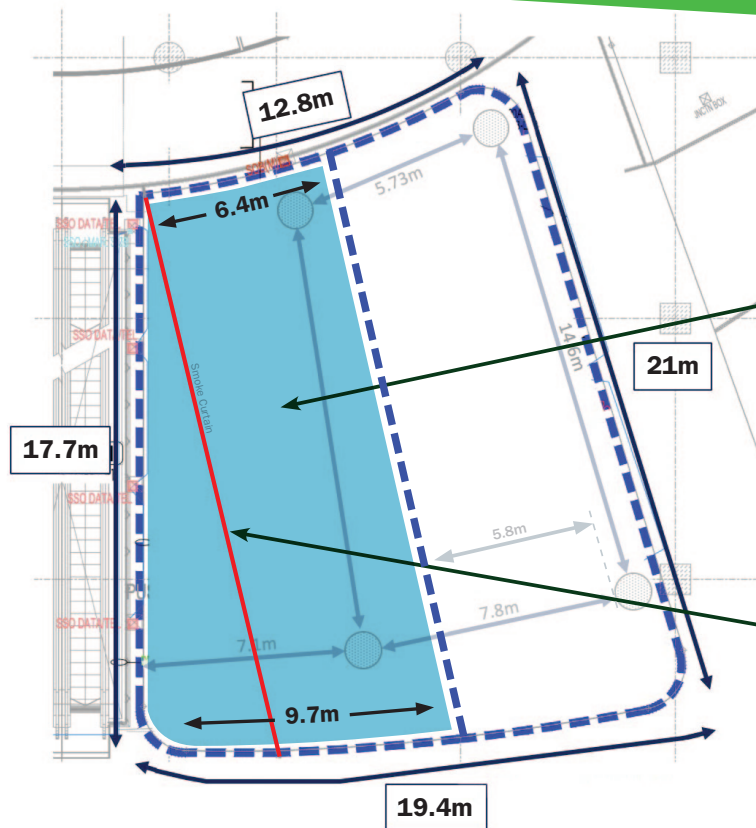
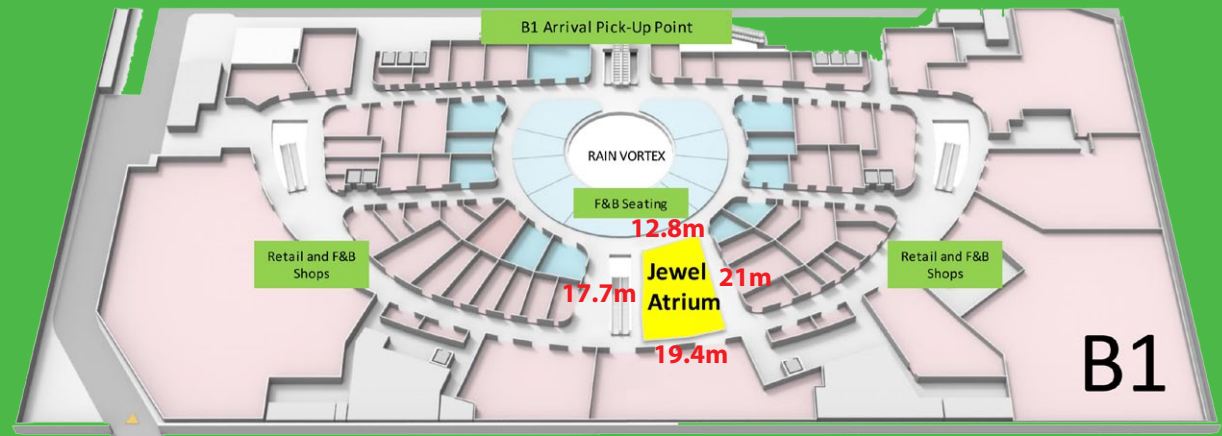
JEWEL B1 ATRIUM

The Jewel Atrium aims to attract distinctive, quality events which complement the unique offerings at Jewel Changi Airport – A multi-faceted lifestyle destination.



OVERVIEW & UNIQUE PROPOSITIONS

- Located at Jewel Changi Airport Basement 1
- Up to 270 sqm of event space
- Surrounded by world-renowned international and popular homegrown brands
- High footfall (40 - 50 million annual visitor traffic projected to Jewel)



DIMENSIONS

If only half the atrium is booked, the area shaded in blue will be allocated to you*.

*Subject to calendar booking schedule.

Smoke curtain is along the red line. There should not be any structures placed along or across the red line.

More details to be provided during site visit.

VENUE HIRE RATE (WEEKLY)

	Off-Peak	Peak
Full Atrium	From S\$33,000	From S\$39,600
Half Atrium	From S\$19,000	From S\$22,800

- Weekly (Mon - Sun) rental rate applies
- Tenants are entitled to discounted rate
- Minimum booking of one week (7 days) is required
- 20% peak period surcharge is applicable for School Holidays, Eve of and Public Holidays
- For Half and Quarter Atrium bookings, rental rates are prorated with a surcharge of 15% and 30% respectively
- Other surcharges applicable for the following trades:
Automobile (20%)
- Rates are not inclusive of licenses required
- Prices are subject to prevailing GST & separate payment of S\$5,000 refundable security deposit
- Full payment is required upon booking confirmation and contract sign off
- Booking has to be made at least one (1) calendar month prior to event commencement date
- Event booking is subject to final approval by JCAD

BOOKING PROCESS

At least 6 weeks before event

Enquiry on Availability

- Email atriumsales@jewelchangiairport.com indicating:
- Date(s) of event
- Nature of event
- Photos and/or layout plans of past events (if any)
- Programming/ Activities (if any)

At least 4 weeks before event

Site Recce

- Site briefing with a Jewel Changi Airport representative
- A final quote based on your requirements will be sent to you post site recce

At least 3 weeks before event

Booking Form Submission

- Proceed to draft and sign booking form
- Submit S\$5,000 security deposit, booking form, and layout/design plans to reserve booking of the atrium
- **Event layout / design plans are subject to approval**
- Booking is confirmed upon full submission of the above

At least 2 weeks before event

Confirmation of Event Details

- **Submission of Permit to Work and other documents**
- Coordinate with Jewel representative to confirm event details, design and layout, setup and teardown plans
- Prior to event start date, a handover of site meeting is required

- Application form has to be submitted at least one (1) calendar month prior to event commencement date
- Successful applicants will be notified by email three (3) weeks before event
- All payments must be made in full within seven (7) days from the date of Notification, or two (2) working days before the commencement of event

- Bookings are confirmed only upon receipt of:
 - setup design and layout plans
 - signed booking form
 - total Lease Fee, including GST on the Lease Fee, via bank transfer or in cheque issued in favour of **“JCAT A/C - Project”**, and
 - refundable security deposit (“Security Deposit”) via bank transfer or cheque issued in favour of **“JCAT A/C - Project”**

LOGISTICAL GUIDELINES

- The application to the Fire Safety Bureau (FSB) must be done and submitted at least two (2) weeks prior to the commencement of event
- Apply for SCDF Temporary Change of Use
<https://www.scdf.gov.sg/home/fire-safety/permits-and-certifications/temporary-change-of-use>
and include 3 working days for Jewel to approve
- Submit all necessary forms at least 7 working days in advance via <https://partner.jewelsgp.com/applogin.aspx>
- For usage of isolator power source, a copy of the electrical single line drawings must be submitted at least one (1) week prior to the commencement of event
- All licenses and/or other approvals from the relevant authorities must be duly obtained before the commencement of event
- Overnight setup and teardown works from 11pm to 8am
- Booking of loading bay is via
<https://loadingbay.jewelsgp.com/UserAccount/Login>
- *Other logistical / op related guidelines to be advised by JCAD User Experience (UX) team*

EVENT GUIDELINES

- All floor plans, layouts and merchandise list must be submitted to JCAD management at least three (3) weeks before the start of the event and subject to management approval
- All partitions or display must not exceed a height of 1.2 metres and must be based on an open concept or made with transparent materials
- Maximum height of structures permitted is up to 2.2m, subject to management approval
- Premises must be kept clean and tidy throughout the event period
- Cartons are not to be left lying around during event period and should be disposed at the B2 loading bay area
- The promoters engaged must be properly attired: slippers and sandals are not permitted. The consumption of titbits, food and drinks are also not permitted.
- Distribution of helium-filled balloons is not allowed
- There should not be any display of any name-plate, signboard, placard, poster, banner or advertising material or ~~or~~ extensive publications or any good or articles or use the other walls of the event space for the purposes of any public announcement which may contravene any regulations
- Sound volume at event area should be kept within 70dB



**FOR BOOKING ENQUIRIES,
KINDLY CONTACT:**

atriumsales@jewelchangiairport.com

A joint development by



CHANGI
airport group

