



BUKIT

THE
SINGAPORE ISLAND
COUNTRY CLUB
MEETINGS AND SEMINARS

TO : Food and Beverages Department, Banquet Sales
THE SINGAPORE ISLAND COUNTRY CLUB
240 Sime Road, Singapore 288303
Tel : (65) 6466 2244 Fax : (65) 6466 3795 / 6455 9647

For Office Use Only
Date Received : _____ Time : _____
Remark : ACCEPTED / REJECTED
By : _____

FROM: Name : _____ Membership No. : _____
Contact : _____ (O) _____ (HP) _____ (Fax)

(1) DETAILS

DAY / DATE OF FUNCTION : _____
TIME OF FUNCTION : _____

(2) TIME

(3) VENUE/ MENU

BREAKFAST _____
COFFEEBREAK (AM) _____
LUNCH _____
COFFEEBREAK (PM) _____
DINNER _____

(4) SETUP

BOARDROOM STYLE RECEPTION TABLE FOR _____ PERSON
THEATRE STYLE HEADTABLE FOR _____ PERSON
CLASSROOM STYLE (for 20 pax or less only) OTHERS (Please Specify)
U-SHAPED STYLE _____

(5) EQUIPMENTS

PA System Rostrum / Mike () Whiteboard with markers
Papers & Pencils Slide Projector () Flipchart with markers
Overhead Projector with Screen LCD Projector
Others (Please Specify) _____

REMARK

