

SDA Venue Rental Information (Public Information)

1. Introduction & Operational Philosophy

Discover a New Venue to Work, Meet, and Connect

Conveniently located at 320 Serangoon Road, Centrium Square, Singapore, our venue offers an accessible and modern space ideal for meetings, workshops, and networking events. Situated just a 3–5 minute walk from Farrer Park MRT Station (purple-colored North East Line), it provides excellent connectivity for both professionals and guests.

For those driving, ample parking is available within Centrium Square or at nearby parking facilities along Serangoon Road. The venue's central location places it within easy reach of cafés, eateries, and essential amenities—perfect for hosting productive sessions or casual meet-ups.

Experience a comfortable and professional environment designed to inspire collaboration and connection.

Our commitment is to deliver professional service while maintaining operational efficiency and venue integrity.

1.2 Office / Venue Hours & Availability

Office Operational Hours: 9 AM – 6PM Monday - Friday

Venue Access Hours: 9 AM - 10PM (with prior booking)

After-hours Emergency Contact: TBA

Bookings must be made in writing to booking@sda.org.sg at least one week in advance and event date up to 3 months in advance. Long term booking is allowed subject to approval.

Priority will be given SDA own events and notice will be given at least 6 weeks in advance for cancellation of the booking to the renter due to SDA own events.

The event room is fully equipped for a seamless, tech-enabled experience. Standard amenities include a projector, screen, premium speakers, wireless microphones, and multiple writing surfaces.

2. Booking Confirmation Process

2.1 The interested renter must submit a duly completed booking form and make full payment to secure the venue after acceptance of the booking by SDA.

2.2 A booking is considered incomplete and not confirmed until both the form and payment are received.

2.3 Once payment is verified, a booking confirmation email will be issued to the renter.

3. Modifications and Cancellations

3.1 Booking Dates

- All booking dates are final and non-transferable. No changes to the confirmed dates will be permitted.

3.2 Cancellation by Renter

- Cancellation 30–89 days prior to event: Full refund of payments made, less a \$20 administrative fee.
- Cancellation 30 days or less prior to event: 50% refund of the total rental fee.
- Cancellation less than 30 days prior to event: No refund will be issued.

3.3 Appeals for Withdrawal

- Appeals for withdrawal will be considered only on documented medical or compassionate grounds.
- Such appeals must be submitted via email to booking@sda.org.sg
- Approval is subject to the sole discretion of SDA and is not guaranteed.

4. Rental Rates

Below rental rates are with effect from 1 Jan 2026 and inclusive of prevailing GST:

Facility	Room Capacity		
	Classroom	Cluster	Theatre
SDA venue	30	30	55

	Monday to Friday, 0900hrs to 2200hrs (Exc. Public Holiday)			Saturday to Sunday, 0900hrs to 2200hrs (Exc. Public Holiday)	
	4 Hours Block (Day Time)	8 Hours Block (Full Day Time)	1800hrs - 2200hrs (Night Time)	8 Hours Block (Full Day Time)	4 Hours Block (Day/Night Time)
Members	\$218.00	\$436.00	\$327.00	\$523.20	\$261.60 /\$392.40
Non-Members/ Vendor	\$327.00	\$654.00	\$545.00	\$872.00	\$436.00 /\$654.00

Notes :

4.1. Members enjoy a preferential venue booking rate.

4.2. Use of Member Privileges

Member rates are intended strictly for the member's own personal social function and events which are non commercial in nature. SDA will have the final decision on the nature of events intended for the booking.

If it is found that a member has booked the venue on behalf of a non-member, SDA will apply the non member rate for that event and member will have to top up the difference in the rates.

* consecutive booking of 3 days (including) and above requires special approval from SDA.