Thank you for choosing Marina Bay Sands® for your upcoming event. We are committed to making your event successful, enjoyable and memorable.

Our MICE Business Centre is here to cater to all your business and meeting needs. Contained in the following pages are a list of services we offer, including rental of Private Office/Conference Room, Secretarial Services and Food & Beverages Catering.

For further assistance, please contact us at:

**MICE BUSINESS CENTRE**
Sands Expo® and Convention Centre, Level 3
Operating Hours: 8am – 8pm daily
Tel: 6688 3088
Email: MICE_BusinessCenter@MarinaBaySands.com
PRIVATE OFFICE SPACE & CONFERENCE ROOM RENTAL SPECIFICATIONS
1.1 | CORAL PRIVATE SPACE

Minimum room usage is 2 hours or part thereof. Furniture set-up is fixed and non-adjustable. Glass panels are fitted with blinds for privacy purposes. An additional charge applies for every attendee exceeding the maximum capacity.

Table Set-Up : Workstation
Room Size : L: 396cm x W: 328cm
Floor Area : 13sqm
Max. Capacity : 4 pax

What’s Included:
• Mints, writing pads, pens, flip chart (3ft x 2ft) with whiteboard and markers
• Nescafé coffee, Milo & tea sachets (self-service)
• Water dispenser (hot & cold)
• Usage of 42-inch LCD TV (only the VGA cable will be provided)
• Wired or wireless internet access (7 Mbps)
• Incoming calls to speaker phone (handling fee and airtime charge apply for outgoing calls)
• Pre-setup (15 minutes before meeting commences)
1.2 CALLA CONFERENCE ROOM

Table Set-Up : Boardroom
Room Size : L: 682cm x W: 467cm
Floor Area : 31sqm
Max. Capacity : 12 pax

What’s Included:
• Mints, writing pads, pens, flip chart (3ft x 2ft) with whiteboard and markers
• Nescafé coffee, Milo & tea sachets (self-service)
• Water dispenser (hot & cold)
• Build-in LCD projector with a 72-inch motorised screen (only the VGA cable will be provided)
• Wired or wireless internet access (7 Mbps)
• Incoming calls to speaker phone (handling fee and airtime charge apply for outgoing calls)
• Pre-setup (15 minutes before meeting commences)

Minimum room usage is 2 hours or part thereof. Furniture set-up is fixed and non-adjustable. Glass panels are fitted with blinds for privacy purposes. An additional charge applies for every attendee exceeding the maximum capacity.
1.3 | CAMELLIA CONFERENCE ROOM

Table Set-Up : Boardroom
Room Size : L: 800cm x W: 556cm
Floor Area : 44sqm
Max. Capacity : 18 pax

What’s Included:
• Mints, writing pads, pens, flip chart (3ft x 2ft) with whiteboard and markers
• Nescafé coffee, Milo & tea sachets (self-service)
• Water dispenser (hot & cold)
• Build-in LCD projector with a 96-inch motorised screen (only the VGA cable will be provided)
• Wired or wireless internet access (7 Mbps)
• Incoming calls to speaker phone (handling fee and airtime charge apply for outgoing calls)
• Pre-setup (15 minutes before meeting commences)

Minimum room usage is 2 hours or part thereof. Furniture set-up is fixed and non-adjustable. Glass panels are fitted with blinds for privacy purposes. An additional charge applies for every attendee exceeding the maximum capacity.
1.4 | CASABLANCA CONFERENCE ROOM

Table Set-Up : Boardroom
Room Size : L: 987cm x W: 490cm
Floor Area : 48sqm
Max. Capacity : 20 pax

What’s Included:
- Mints, writing pads, pens, flip chart (3ft x 2ft) with whiteboard and markers
- Nescafe coffee, Milo & tea sachets (self-service)
- Water dispenser (hot & cold)
- Build-in LCD projector with a 96-inch motorised screen (only the VGA cable will be provided)
- Wired or wireless internet access (7 Mbps)
- Incoming calls to speaker phone (handling fee and airtime charge apply for outgoing calls)
- Pre-setup (15 minutes before meeting commences)

Minimum room usage is 2 hours or part thereof. Furniture set-up is fixed and non-adjustable. Glass panels are fitted with blinds for privacy purposes. An additional charge applies for every attendee exceeding the maximum capacity.
COPY AND PRINT SERVICES

A4/A3 Photocopy
(Black & White/Colour)

A4/A3 Printing
(Black & White/Colour)

A4/A3 Scanning

Tent Card

Place Card

Business Card
(Minimum order of 50 pcs per type)

CD/DVD
(Transferring/Duplication)

Copy Typing

EQUIPMENT RENTAL

Polycom Phone

Mobile Phone

Laptop

Shredder
(Small/Big)

Flipchart
(Small/Big)

Registration Table and Chair

Video Conference

FINISHING SERVICES

Book Binding Lamination (A4/A3)

COMMUNICATION SERVICES

Facsimile Services
(Local/International)
Handling Fee + Cost per call/minute

Phone Call Service
(Local/International)
Handling Fee + Cost per call/minute

Wireless Connection
Hourly rate

Internet/Computer Usage
Minimum 15 minutes

Translation/Interpretation
Agency cost + 30% handling fee

All prices are in Singapore Dollars and subject to prevailing government taxes, unless otherwise stated.
FOOD & BEVERAGES
3.1 COFFEE BREAKS & SNACKS

SANDWICHES (12 pcs)
Choice of:
- Cucumber, Lettuce & Tomato
- Turkey Ham & Cheese
- Chicken, Tuna or Egg Salad

DEEP-FRIED ITEMS (12 pcs)
Choice of:
- Seafood Spring Roll
- Vegetarian Spring Roll
- Vegetarian Samosa
- Chicken Wanton
- Prawn Stuffing You Tiao
- Prawn Tail Roll
- Fried Curry Puff – Vegetarian
- Fried Curry Puff – Chicken

ASSORTED ITEMS
Consist of a mix of:
- Danish Pastries (12 pcs)
- Sandwiches (12 pcs)
- Pastries (12 pcs)

BAKED ITEMS (12 pcs)
Choice of:
- Chicken Char Siew Soh
- Chicken Pie
- Chicken Curry Pie
- Vegetarian Curry Pie
- Mini Egg Tart
- Chicken Sausage Roll
- Salmon Quiche
- Spinach Quiche
- Mini Salmon & Potato Puff

PASTRIES (12 pcs)
Choice of:
- Cookies
- Danish Pastries
- Chocolate Brownies
- Muffins
- Mini French Pastries
- Kueh Lapis

FRUITS
Sliced Seasonal Fresh Fruit Platter
- Small: 10–20 pax
- Medium: 30–40 pax

All prices are in Singapore Dollars and subject to a 10% service charge and prevailing government taxes, unless otherwise stated.
3.2 | WESTERN BENTO MENU (No Pork, No Lard)

Each order requires a minimum guarantee of 5 persons and 5 sets per item.
Box Luncheons are to be consumed within the stipulated time as indicated on the time-stamp.
Food items are non-transferable to refreshment breaks.

MENU 37
Mediterranean Niçoise Salad with
Roasted Cherry Tomato Dressing
Oven-roasted Chicken Breast with
Sweet Onion-Mushroom Sauce,
Mashed Potatoes & Sautéed Baby Vegetables
Sliced Seasonal Fresh Fruits

MENU 38
Artichoke, Mozzarella & Arugula Salad with
Sun-dried Tomatoes & Toasted Focaccia
Beurre Pan-fried Sea Bass with
Leek Confit, Baked Turnips & Aromatic Chicken Jus
Caramel Apple Crumble Tart

MENU 39
Orange Mixed Salad with
Herb-tossed Croutons, Pine Nuts,
Ricotta Cheese & White Wine Vinaigrette
Oven-roasted Norway Salmon Fillet &
Braised Fennel with Butternut Squash Purée
& Light Basil Tomato Sauce
Brownie

MENU 37A (V)
Mediterranean Greens with
Cherry Tomato Dressing
Home-made Gnocchi & Root Vegetables with
Winter Truffle Oil & Traditional Bordelais Sauce
Sliced Seasonal Fresh Fruits

MENU 38A (V)
Artichoke, Mozzarella & Arugula Salad with
Sun-dried Tomatoes & Toasted Focaccia
Baked Capsicums with Sweet Corn & Quinoa
Grilled Asparagus & Warm Green Pea Coulis
Sliced Seasonal Fresh Fruits

MENU 39A (V)
Orange Mixed Salad with Herb-tossed Croutons,
Pine Nuts & Lemon Vinaigrette
Crispy Cornmeal Polenta with Asian Pears,
Bouquet of Vegetables & Piquillos Coulis
Sliced Seasonal Fresh Fruits

(V) - Vegetarian - No Garlic, No Onion & No Egg

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Each order requires a minimum guarantee of 5 persons and 5 sets per item.
Box Luncheons are to be consumed within the stipulated time as indicated on the time-stamp.
Food items are non-transferable to refreshment breaks.

MENU 40
Salmon Teriyaki Bento
Seasonal Salad with Sesame Dressing
Tsukenemon
(Pickled Vegetables)
Soft Tofu with Bonito Flakes
Gohan
(Tamaki Rice)
Green Tea Torte

MENU 41
Beef Shogayaki Bento
Seasonal Salad with Vinaigrette
Tsukenemon
(Pickled Vegetables)
Crispy Tofu with Wasabi Mayonnaise
Gohan
(Tamaki Rice)
Sliced Seasonal Fresh Fruits

MENU 42
Curry Chicken Katsu Bento
Seasonal Salad with Thousand Island Dressing
Tsukenemon
(Pickled Vegetables)
Soft Tofu with Bonito Flakes
Gohan
(Tamaki Rice)
Berries Konnyaku

MENU 42A (V)
Okonomiyaki
(Japanese Savoury Pancake)
Potato Croquette
Seasonal Salad with Goma Vinaigrette
Tsukenemon
(Pickled Vegetables)
Sliced Seasonal Fresh Fruits

MENU 43
Miso-marinated Cod Bento
Seasonal Salad with Sesame Dressing
Tsukenemon
(Pickled Vegetables)
Crispy Tofu with Wasabi Mayonnaise
Gohan
(Tamaki Rice)
Blueberry Yoghurt Cake

MENU 43A (V)
Yasai Yaki Udon
Hiyayakko Tofu
Kombu Salad with Goma Vinaigrette
Tsukenemon
(Pickled Vegetables)
Sliced Seasonal Fresh Fruits

(V) - Vegetarian - No Garlic, No Onion & No Egg

All prices are in Singapore Dollars and subject to a 10% service charge and prevailing government taxes, unless otherwise stated.
Each order requires a minimum guarantee of 5 persons and 5 sets per item. The menus are fixed and will be based on rotation from Monday to Saturday. Food items are non-transferable to refreshment breaks.

**MONDAY**

Fresh Garden Salad, Sun-dried Tomatoes, Raisins & Pine Nuts with Italian Dressing
Turkey Breast, Tomatoes, Lettuce & Cheddar Cheese with Olive Focaccia

*OR*

Marinated Capsicum, Tomatoes, Lettuce, Cucumbers & Cheddar Cheese with Herb Focaccia (V)
Sliced Seasonal Fresh Fruits

**TUESDAY**

Creamy Dutch Potato Salad, Chopped Capers & Bacon
Beef Salami, Lettuce, Cheddar Cheese & Sun-dried Tomatoes with Ciabatta Bread

*OR*

Roasted Mushrooms, Tomatoes, Lettuce, Parmesan Cheese & Olive with Sun-dried Tomato Focaccia (V)
Sliced Seasonal Fresh Fruits

**THURSDAY**

Marinated Fuseli Pasta Salad with Sunburst Tomatoes & Pesto
Smoked Chicken, Tomatoes, Lettuce & Cheddar Cheese with Herb Focaccia

*OR*

Marinated Wild Mushroom, Tomatoes, Lettuce & Herbs with Olive Focaccia (V)
Sliced Seasonal Fresh Fruits

**FRIDAY**

Marinated Roasted Madras Potato with Shallots & Chopped Chives
Beef Pepperoni, Tomatoes, Lettuce & Cheddar Cheese with Baguette

*OR*

Onion Sprouts, Lettuce, Telegraph Cucumbers, Roma Tomatoes & Hummus with Dried Fruit Ciabatta (V)
Sliced Seasonal Fresh Fruits

**WEDNESDAY**

Coleslaw with Raisins and Pea Leaves
Smoked Salmon, Lettuce, Red Onion & Cream Cheese with Herb Focaccia

*OR*

Roma Tomatoes, Lettuce, Telegraph Cucumbers & Cheddar Cheese with Dried Fruit Ciabatta (V)
Sliced Seasonal Fresh Fruits

**SATURDAY**

Pink Grapefruit-marinated Minced Chicken with Sweet Onion & Parsley
Corned Beef, Lettuce, Tomatoes & Cheddar Cheese with Ciabatta Bread

*OR*

Mozzarella Cheese, Tomatoes & Arugula with Sun-dried Tomato Focaccia (V)
Sliced Seasonal Fresh Fruits

(V) - Vegetarian - No Garlic, No Onion & No Egg

All prices are in Singapore Dollars and subject to a 10% service charge and prevailing government taxes, unless otherwise stated.
3.5 BEVERAGE MENU

HOT BEVERAGES (20 PAX)

Coffee
Air Pump (approx. 10 cups)
Urn (approx. 22 cups)

Tea
Air Pump (approx. 10 cups)
Urn (approx. 22 cups)

OTHERS

Sodas
Bottled Water
Sparkling Water
Bottled Fresh Juices
**4.1  |  GREENER OPTIONS, HEALTHIER CHOICES**

Our chefs use only the freshest ingredients and items sourced locally and from around the region to create our great tasting menus, offering sustainable food options that are healthy and delicious.

- All fruit and vegetables in this menu are grown locally or sourced from neighbouring Southeast Asian regions, and selected seafood is from sustainable stock. We make informed choices on where our supplies originate from to reduce our Food Miles.

  Food Miles refer to the carbon footprint based on the distance from where the food is produced to the customer’s plate. The lower the Food Miles, the fresher the product and lower the emission of greenhouse gases during transportation.

- All chicken products are free-range.

  Free-range is a method of farming that allows animals to roam freely, rather than be confined in an enclosure.

- All breads are made from unbleached, unbromated natural wheat.

- Vegetarian options contribute to sustainability by putting less strain on resources required to raise livestock for providing proteins, as well as from overfishing.

Freshly grown herbs from the RISE Herb Garden
### FINGER SANDWICHES

**Choice of:**
- Chicken Mayo
- Tuna Mayo
- Egg Mayo
- Tomato, Cucumber & Lettuce

### FRUITS

Sliced Seasonal Fresh Fruit  
(10-20 pax)

### BAKERY

**Choice of:**
- Chicken Pie
- Chicken Sausage Roll
- Spinach Quiche
- Mini Egg Tart
- Vegetarian Pie (V)

### DEEP FRIED ITEMS (12 pcs)

**Choice of:**
- Breaded Crab Cake
- Chicken Ngo Hiang
- Chicken Curry Puff
- Potato & Sardine Curry Puff
- Prawn Wanton
- Seafood Otah Otah
- Prawn Gyoza
- Potato Curry Puff (V)
- Golden Crispy Potato Croquette (V)
- Vegetarian Spring Roll (V)
- Vegetarian Samosa (V)

### SWEETS (12 pcs)

**Choice of:**
- Mable Cake
- Pineapple Upside-down Cake
- Baked Coconut Chiffon Cake
- Ginger Madeleine
- Coffee Financier
- Pandan Swiss Roll
- Coconut Custard Roll
- Banana & Sweet Corn Cake
- Scone
- Banana Bread

All prices are in Singapore Dollars and subject to a 10% service charge and prevailing government taxes, unless otherwise stated.
4.3 | BENTO BOX MENU

Each order requires a minimum guarantee of 5 persons and 5 sets per item.
Box Luncheons are to be consumed within the stipulated time as indicated on the time-stamp.
Food items are non-transferable to refreshment breaks.

**MENU 1**
- Black Pepper Free Range Chicken
- Winter Melon Cube, Cucumber Salsa
  ***
- Pan-seared Sea Bass with Citrus Sauce
- Sautéed Root Vegetables & Carrot Puree
  ***
- Pineapple Upside-down Cake
- Mango Sauce

**MENU 2**
- XO Chilli Tiger Prawns & Sweet Onion
- Mango Compote, Baby Romaine
  ***
- Oven-baked Chicken Roulade with Natural Jus
- Braised Cabbage & Pumpkin Mousseline
  ***
- Banana Crumble Tart with Gula Melaka Anglaise

**MENU 3**
- Flash-seared Tuna Tataki & Lump Crab Salad
- Sweet Pea & Shitake Mushroom Salad
  ***
- Brick-baked Tilapia with Dill Cream Sauce
- Spinach Fricassee & Creamy Potato Mash
  ***
- Homemade Carrot Cake with Pineapple Compote

All prices are in Singapore Dollars and subject to a 10% service charge and prevailing government taxes, unless otherwise stated.
Each order requires a minimum guarantee of 5 persons and 5 sets per item. Box Luncheons are to be consumed within the stipulated time as indicated on the time-stamp. Food items are non-transferable to refreshment breaks.

**MENU 1**
- Pickling Cherry Tomato & Yellow Melon
- Petite Greens, Kaffir Lime Marmalade
- Margarine-glazed Potato Gnocchi with Spinach Cherry Vine Tomato
- Pineapple Upside-down Cake with Mango Sauce

**MENU 2**
- Roasted Root Vegetables & Carrot Puree
- Cucumber Salsa, Honey Lime Vinaigrette
- Sous Vide Mushroom & Asparagus with Roast Potato
- Banana Crumble Tart with Gula Melaka Anglaise

**MENU 3**
- Lightly Smoked Mushroom, Palm Heart & Asparagus Sweet Pea Salad, Calamansi Vinaigrette
- Sweet Corn & Cheese Flan
- Sautéed Garden Greens, Confit Potatoes & Chervil
- Homemade Carrot Cake with Pineapple Compote

All prices are in Singapore Dollars and subject to a 10% service charge and prevailing government taxes, unless otherwise stated.
MICE BUSINESS CENTRE POLICIES

FOOD & BEVERAGE

All F&B orders will be set up outside the meeting room.
Guests may choose to consume the food in the conference room itself.
All F&B orders must be placed at least 7 working days in advance before the actual event date.
Any last minute order is subject to approval and menu will be based on chef’s selection menu of the day.
Any last minute on-site food order other than the available menu has to be settled separately by cash or credit card provided on file to the respective outlet, if any.
We offer two types of menus: Standard Menu & Harvest Menu. Selection can only be made from either one.
No outside food and drink is allowed except from SweetSpot®.
All food orders are to be consumed by the time on the time stamp. Any food un Consumed BY” time will be discarded. All food ordered must be consumed within 3 hours from the time served. All unconsumed food orders will be discarded.
Takeaways are not permitted.
Alcohol consumption is not permitted in MICE Business Centre.

PAYMENT MODE

To confirm the booking, customers are required to complete and submit the credit card authorisation form along with a copy of their credit card (front and back) before the deadline upon receiving the quotation from Marina Bay Sands. Also, customers are to indicate clearly if they would like to settle the payment offline via the given credit card.

Telegraphic and Fund Transfer mode: If payment is made by either mode, it must reach us 7 working days before the actual event date.

For payment made on the actual event date, it has to be settled before the commencement of the meeting by Cash, Credit Card or Room Charge.

Offline settlement:
Charges will be posted to the given credit card 2 days prior to the actual event date.
- No signature is required on the payment slip/checks.
- We will scan a copy of payment slip/checks once the payment has been posted.

On-site settlement:
- Client to settle the charges on the actual day of the event.
- Client needs to be present in order to acknowledge the payment slip/checks.

By choosing on-site settlement, you agree and undertake to make full payment of all charges before the commencement of the meeting. Unless we receive full payment from you in cash or through some other credit card before the commencement of the meeting, you agree and hereby authorize us to charge all charges due under this booking to the credit card you have previously provided to us.

CANCELLATION POLICIES

Guaranteed meeting room bookings and Food & Beverage orders that are cancelled less than 96 hours prior to actual event date will be subject to 50% of rental and Food & Beverage charges.
Guaranteed meeting room bookings and Food & Beverage orders that are cancelled less than 48 hours prior to the actual event date or no-show will be subject to 100% of rental and Food & Beverage charges.
All guaranteed bookings will be held for 1 hour from the booking commencement time after which the meeting room will be released and full rental charges will be imposed for a no-show.

CONDITIONS / SALES TERMS

The MICE Business Centre reserves the right to offer alternatives to booked rooms should this prove necessary and available. The Centre cannot accept liability for any inconvenience or loss caused as a consequence of such cancellation.