



MICE BUSINESS CENTRE

MEETING ROOMS, SECRETARIAL SERVICES
AND FOOD & BEVERAGE MENU

 MARINA BAY SANDS

WELCOME

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 caters to all your business and meeting needs. In the following pages are a list of services we offer, including rental of meeting rooms, secretarial services and food & beverages catering.

For further assistance, please contact us at:

MICE BUSINESS CENTRE
Expo & Convention, Level 3

Operating Hours:

Mon – Fri: 8am – 6pm | Sat, Sun & Public Holidays: 8am – 5pm
6688 3088 | mice_businesscenter@marinabaysands.com





CONTENT

MEETING ROOM SPECIFICATIONS

- Angsana Meeting Room 3A 5
- Angsana Meeting Room 3D 6
- Angsana Meeting Room 3EF 7

SECRETARIAL SERVICES 8

FOOD & BEVERAGE

- Snacks 11
- Western Bento Menu 12
- Japanese Bento Menu 13
- Sub-Sandwich Menu 14
- Beverage Menu 15

MICE BUSINESS CENTRE POLICIES 16

SPECIFICATIONS

MEETING ROOM

ANGSANA MEETING ROOM 3A

Table Set-Up: Boardroom | Room Size: L: 8.8m x W: 6.0m

Floor Area: 55sqm | Max. Capacity: 13 pax

WHAT'S INCLUDED

- Flip chart (3ft x 2ft) with whiteboard and markers
- Barback in meeting room stocked with sodas, snacks, coffee and tea amenities (self-service)
- Complimentary usage of 98-inch TV (one HDMI cable will be provided)
- Video conferencing facilities
- Wireless internet access
- Pre-setup (15 minutes before meeting commences)



ANGSANA MEETING ROOM 3D

Table Set-Up: Boardroom | Room Size: L: 12.3m x W: 5.3m

Floor Area: 70sqm | Max. Capacity: 15 pax

WHAT'S INCLUDED

- Flip chart (3ft x 2ft) with whiteboard and markers
- Barback in meeting room stocked with sodas, snacks, coffee and tea amenities (self-service)
- Complimentary usage of 98-inch TV (one HDMI cable will be provided)
- Video conferencing facilities
- Wireless internet access
- Pre-setup (15 minutes before meeting commences)



ANGSANA MEETING ROOM 3EF

Table Set-Up: Boardroom | Room Size: L: 12.3m x W: 14.1m

Floor Area: 183sqm | Max. Capacity: 20 pax

WHAT'S INCLUDED

- Flip chart (3ft x 2ft) with whiteboard and markers
- Barback in meeting room stocked with sodas, snacks, coffee and tea amenities (self-service)
- Complimentary usage of 98-inch TV (one HDMI cable will be provided)
- Video conferencing facilities
- Wireless internet access
- Pre-setup (15 minutes before meeting commences)





SECRETARIAL SERVICES

COPY AND PRINT SERVICES

A4 Photocopy

A3 Photocopy

A4 Printing

A3 Printing

A4/A3 Scanning

Tent Card

Place Card

Business Card

Copy Typing

EQUIPMENT RENTAL

Shredder

Flipchart

Registration Table

Registration Chair

FINISHING SERVICES

Book Binding

Lamination

COMMUNICATION SERVICES

Facsimile Services

FOOD & BEVERAGE



SNACKS (12 PIECES)

SANDWICHES

Choice of:
Cucumber, Lettuce & Tomato
Turkey Ham & Cheese
Chicken
Tuna
Egg Salad

DEEP-FRIED ITEMS

Choice of:
Seafood Spring Roll
Vegetarian Spring Roll
Vegetarian Samosa
Chicken Wonton
Prawn Stuffing You Tiao
Prawn Tail Roll
Fried Curry Puff – Vegetarian
Fried Curry Puff – Chicken

ASSORTED ITEMS

Consist of a mix of:
Danish Pastries
Sandwich of Choice
Pastry of Choice

BAKED ITEMS

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

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

WESTERN BENTO MENU

Each order requires a minimum guarantee of 5 persons and 5 sets per item.
Bentos 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,
Mash Potato & Sautéed Baby Vegetables
Sliced Seasonal Fresh Fruits

MENU 37A (V)

Mediterranean Greens With
Cherry Tomato Dressing
Homemade Gnocchi & Root Vegetables With
Winter Truffle Oil & Traditional Bordelaise Sauce
Sliced Seasonal Fresh Fruits

MENU 38

Artichoke, Mozzarella & Arugula Salad With
Sun-Dried Tomato & Toasted Focaccia
Pan-Fried Beurre Sea Bass With
Leek Confit, Baked Turnip &
Aromatic Chicken Jus
Caramel Apple Crumble Tart

MENU 38A (V)

Artichoke, Mozzarella & Arugula Salad With
Sun-Dried Tomato & Toasted Focaccia
Baked Capsicums With Sweet Corn, Quinoa,
Grilled Asparagus & Warm Green Pea Coulis
Sliced Seasonal Fresh Fruits

MENU 39

Orange Mixed Salad With
Herb-Tossed Crouton, Pine Nut,
Ricotta Cheese & White Wine Vinaigrette
Oven-Roasted Norwegian Salmon Fillet &
Braised Fennel With Butternut Squash Purée
& Light Basil Tomato Sauce
Brownie

MENU 39A (V)

Orange Mixed Salad With Herb-Tossed Crouton,
Pine Nut & Lemon Vinaigrette
Crispy Cornmeal Polenta With Asian Pears,
Bouquet of Vegetables & Piquillos Coulis
Sliced Seasonal Fresh Fruits

JAPANESE BENTO MENU

Each order requires a minimum guarantee of 5 persons and 5 sets per item.
Bentos 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
Tsukemono (Pickled Vegetables)
Soft Tofu With Bonito Flakes
Gohan (Tamaki Rice)
Green Tea Torte

MENU 41

Beef Shogayaki Bento
Seasonal Salad With Vinaigrette
Tsukemono (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
Tsukemono (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
Tsukemono (Pickled Vegetables)
Sliced Seasonal Fresh Fruits

MENU 43

Miso-Marinated Cod Bento
Seasonal Salad With Sesame Dressing
Tsukemono (Pickled Vegetables)
Crispy Tofu With Wasabi Mayonnaise
Gohan (Tamaki Rice)
Blueberry Yoghurt Cake

MENU 43A (V)

Yasai Yaki Udon
Hiyakko Tofu
Kombu Salad With Goma Vinaigrette
Tsukemono (Pickled Vegetables)
Sliced Seasonal Fresh Fruits

SUB-SANDWICH MENU

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 With Sun-Dried Tomato,
Raisin, Pine Nut and Italian Dressing

Turkey Breast, Tomato, Lettuce &
Cheddar Cheese With Olive Focaccia

OR

Marinated Capsicums, Tomato, Lettuce,
Cucumber & Cheddar Cheese With Herb Focaccia (V)

Sliced Seasonal Fresh Fruits

THURSDAY

Marinated Fusilli Pasta Salad
With Sunburst Tomato & Pesto

Smoked Chicken, Tomato, Lettuce &
Cheddar Cheese With Herb Focaccia

OR

Marinated Wild Mushroom, Tomato,
Lettuce & Herbs With Olive Focaccia (V)

Sliced Seasonal Fresh Fruits

TUESDAY

Creamy Dutch Potato Salad,
Chopped Caper & Bacon

Beef Salami, Lettuce, Cheddar Cheese &
Sun-Dried Tomato With Ciabatta

OR

Roasted Mushroom, Tomato, Lettuce,
Parmigiano Cheese & Olive With
Sun-Dried Tomato Focaccia (V)

Sliced Seasonal Fresh Fruits

FRIDAY

Marinated Roasted Madras Potato
With Shallot & Chopped Chives

Beef Pepperoni, Tomato, Lettuce & Cheddar
Cheese With Baguette

OR

Onion Sprout, Lettuce, Telegraph Cucumber,
Roma Tomato & Hummus With
Dried Fruit Ciabatta (V)

Sliced Seasonal Fresh Fruits

WEDNESDAY

Coleslaw With Raisin and Pea Leaf

Smoked Salmon, Lettuce, Red Onion &
Cream Cheese With Herb Focaccia

OR

Roma Tomato, Lettuce, Telegraph Cucumber &
Cheddar Cheese With Dried Fruit Ciabatta (V)

Sliced Seasonal Fresh Fruits

SATURDAY

Pink Grapefruit-Marinated Minced Chicken
With Sweet Onion & Parsley

Corned Beef, Lettuce, Tomato &
Cheddar Cheese With Ciabatta

OR

Mozzarella Cheese, Tomato &
Arugula With Sun-Dried Tomato Focaccia (V)

Sliced Seasonal Fresh Fruits

BEVERAGE MENU

PERFECT FOR 20 PAX

COFFEE

Pump (18 mugs)

Urn (54 mugs)

TEA

Pump (18 mugs)

Urn (54 mugs)

MICE BUSINESS CENTRE POLICIES

FOOD & BEVERAGE

- All F&B order(s) will be set up inside the meeting room.
- Guests may choose to consume the food within the meeting room itself.
- All F&B orders must be placed at least 7 working days before the actual date of meeting.
- Any last minute order is subject to approval of MICE Business Centre and the menu will be based on the Chef's selection menu of the day.
- Any last minute on-site food order other than the available menu shall be settled separately by credit card provided on file to the respective outlet.
- No outside food or drink is allowed except if it is from Origin + Bloom.
- All food orders are to be consumed by the "CONSUME BY" time stated on the time stamp. Any food unconsumed by the time stated will be discarded.
- All unconsumed food orders will be discarded. Takeaways are not permitted.
- Alcohol consumption is not permitted in MICE Business Centre or the meeting rooms.

PAYMENT MODE

- To confirm the booking, customers are required to complete, password-protect the form and submit the credit card authorisation before the deadline upon receiving the quotation from Marina Bay Sands. 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 14 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 credit card or room charge.
- All payments to be made in Singapore Dollars via certified bank draft, local company cheque, bank/wire transfer or a corporate credit card (together with a duly completed credit card authorisation letter) approved by MICE Business Centre. If payment is via bank/wire transfer, the client shall be responsible for all bank charges.

OFFLINE SETTLEMENT

- The given credit card will be charged 2 days prior to the actual meeting date.
- No signature is required on the payment slip/cheque.
- We will scan a copy of the payment slip/cheque once the payment has been posted.

MICE BUSINESS CENTRE POLICIES

ONSITE SETTLEMENT

- The client is to settle the charges on the actual day of the meeting.
- The client needs to be present in order to acknowledge the payment slip/cheque.

By choosing onsite 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 through another credit card before the commencement of the meeting, you agree and hereby authorise us to charge all charges due under this booking to the credit card you have previously provided to us.

CANCELLATION POLICIES

- All meeting room bookings and/or F&B order(s) guaranteed by e-mail confirmation from MICE Business Centre which are cancelled more than 96 hours before the actual event date will not be subject to any cancellation charge.
- All meeting room bookings and/or F&B order(s) guaranteed by e-mail confirmation from MICE Business Centre which are cancelled less than 96 hours before the actual event date will be subject to a cancellation charge that is 50% of the rental and F&B charges.
- All meeting room bookings and/or F&B order(s) guaranteed by e-mail confirmation from MICE Business Centre which are cancelled less than 48 hours before the actual event date or a "no-show" will be subject to a cancellation charge that is 100% of rental and F&B charges.

CONDITIONS / SALES TERMS

- In the event that MICE Business Centre is unable to fulfill any booking for any reason, the Centre has the sole and absolute discretion to offer reasonable alternatives to the booked meeting rooms.
- In the event that there are no alternatives available, or that the Client does not accept the alternatives offered by the Centre, the Client's sole remedy shall be a refund of the fees already paid by the Client.
- The Client represents and warrants that all information provided in this order form is true and accurate. If it is determined by the Centre that any of the information provided by the Client is untruthful or inaccurate, the Centre reserves the right to cancel the Client's booking and refund any fee or deposit paid by the Client.

MICE BUSINESS CENTRE POLICIES

PARKING

- Car park concession tickets are available for meeting room guests upon request. However, no car park concession tickets will be given out during weekends and Public Holidays.
- The use of a concession ticket will subsidise the parking fee, which will be deducted from the cash card upon exiting the car park.

DAMAGE & LIABILITIES

The client shall be liable for any damage that they or any attendee of the meeting cause to the meeting room(s).

STORAGE OF ITEMS

There is no provision for the storage of items in the meeting room(s) before or after the date of meeting. Business and Mail Centre provides such services. Storage fees will apply. Neither Marina Bay Sands nor Business and Mail Centre will be responsible for theft, loss or damage to any property brought onto Marina Bay Sands' premises by the client or any attendee of the meeting.