



TEMASEK SHOPHOUSE

TSH Meeting Room Usage Form (for NVPC's Groundup Homebase)

- Bookings submission should be made at least **5 working days** before activity/event.
- Changes to booking details should be made at least **3 working days** before activity/event.
- Please email this completed form to groundups@nvpc.org.sg.

Intended date and timing of usage:	
Type of activity intended:	
Expected number of people:	
Audio-Visual set-up required <i>(Yes/No)</i> :	
Groundup Central Membership No.:	
Name of the Groundup Organisation:	
Mission of the Groundup Organisation:	
Name and NRIC of the PIC:	
Contact number of the PIC:	
Names (in full as reflected in NRIC) of all other attendees. <i>(Please fill in the attendees' names to the best of your ability at the point of booking submission. Confirmed full name list should be updated 3 working days before activity/event.)</i>	1.
	2.
	3.
	4.
	5.
	6.
	7.
*If external equipment, furniture, or other bulky items are to be brought to the meeting space, please provide more details in the space below. If not applicable, please specify "N.A.".	