

CONFERENCE ROOMS, SECRETARIAL SERVICES  
AND FOOD & BEVERAGE MENU

# MICE BUSINESS CENTRE



# WELCOME!

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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](mailto:MICE_BusinessCenter@MarinaBaySands.com)

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# PRIVATE OFFICE SPACE & CONFERENCE ROOM RENTAL SPECIFICATIONS



# 1.1 | CORAL PRIVATE SPACE

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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

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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** : 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)



## 1.3 | CAMELLIA CONFERENCE ROOM

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**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

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**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
- 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.



# 2 | SECRETARIAL SERVICES

## 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

# 3 | FOOD & BEVERAGES



# 3.1 | COFFEE BREAKS & SNACKS

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## 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



## 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 37A (V)

Mediterranean Greens with  
Cherry Tomato Dressing

Home-made Gnocchi & Root Vegetables with  
Winter Truffle Oil & Traditional Bordelaise Sauce

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 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 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 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

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

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## 3.3 | JAPANESE 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 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  
Hiyayakko Tofu  
Kombu Salad with Goma Vinaigrette  
Tsukemono  
(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.

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## 3.4 | 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, 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

### 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

### TUESDAY

Creamy Dutch Potato Salad,  
Chopped Capers & Bacon

Beef Salami, Lettuce, Cheddar Cheese &  
Sun-dried Tomatoes with Ciabatta Bread

OR

Roasted Mushrooms, Tomatoes, Lettuce,  
Parmigianino Cheese & Olive with  
Sun-dried Tomato 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.

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## 3.5 | BEVERAGE MENU

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### 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 | HARVEST MENU



## 4.1 | GREENER OPTIONS, HEALTHIER CHOICES

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Freshly grown herbs from the RISE Herb Garden

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.



## 4.2 | COFFEE BREAKS & SNACKS

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### 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 Wonton

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

## 4.3 | BENTO BOX MENU

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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 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

## 4.4 | VEGETARIAN BENTO

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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 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

# 5 | 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 unconsumed by the "CONSUME 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.