

Ballrooms – Frequently Asked Questions

General Questions	
1	<p>Q: What are the rates?</p> <p>A: Do send us the enquiry via https://www.hometeamns.sg/khatib/spaces/ or click on the "Enquire/Book Now" button to reach out to us. We will work to respond to your enquiry within 1 - 3 working days.</p>
2	<p>Q: What are the operational hours?</p> <p>A: Operating hours for Ballrooms are from 0800 to 2300 hours (inclusive of set up and tear down). All events are to end by 2300 hours.</p>
3	<p>Q: Can I come for a site visit before confirming my booking?</p> <p>A: Of course! Venue viewings are by appointment only. Just drop us a request via email at venues_kt@hometeamns.sg to arrange an appointment with us!</p>
4	<p>Q: What is the number of pax I can hold for my event?</p> <p>A: Kindly note that the seating capacity might be subjected to change depending on the type of events. Do send us the enquiry via https://www.hometeamns.sg/khatib/spaces/ or click on the "Enquire/Book Now" button to reach out to us. We will work to respond to your enquiry within 1 - 3 working days.</p>
5	<p>Q: Are there any restrictions to the type of activities that can be carried out in the facility?</p> <p>A: Yes, facilities shall not be used for any political, religious, or dubious purposes. No religious ceremonies, practices and/or activities are to be carried out.</p>

Bookings	
7	<p>Q: What is the minimum age to make a booking?</p> <p>A: The minimum age is 18 years old.</p>
8	<p>Q: How do I make a booking?</p> <p>A: You can email to venues_kt@hometeamns.sg to get more information or to send in your enquiry by clicking on the "Enquire/Book Now" button. We are happy to help! We will work to respond to your email within 1 - 3 working days.</p>
9	<p>Q: How far in advance can I place my booking?</p> <p>A: Advanced booking for Ballrooms can be made up to 6 months prior to event date. All slots are subjected to availability.</p>

10	<p>Q: What is the minimum lead time required to place a booking?</p> <p>A: Booking request has to be submitted with a minimum of 30 days from the event date. It is recommended to place your booking early to avoid disappointment as slots are subjected to availability.</p>
11	<p>Q: I would like to confirm my booking. Do I need to make the full payment now?</p> <p>A: We will collect 50% payment upon signed quotation to confirm the booking and next 50% payment 2 weeks prior to your event date.</p>
12	<p>Q: Is there a security deposit needed?</p> <p>A: Yes, a refundable deposit of 10% of the venue rental charge will be collected via Credit Card (Mastercard/Visa only) during check-in on your event day.</p>
13	<p>Q: What is your cancellation policy?</p> <p>A: Once booking is confirmed, cancellations and/or refunds are not allowed.</p>

Food & Beverage

14	<p>Q: Do you provide food catering?</p> <p>A: Yes, we have a list of appointed caterers for your consideration. You may email to venues_kt@hometeamns.sg to find out more.</p>
15	<p>Q: Can I engage my own vendor for catering?</p> <p>A: Food & Beverages catering is exclusively by our appointed caterers only.</p>
16	<p>Q: Is alcohol consumption allowed in the facility?</p> <p>A: Yes, alcohol consumption is allowed. We do charge a levy fee of \$163.50 nett if you choose to bring in your own duty-paid alcohol. <i>(Price are inclusive of 9% GST)</i></p>

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