

Application Date: _____

Organizer Name: _____

Category: Commercial Non-Profit If Yes, Source of Funding: _____

Contact Person: _____ Title: _____

Email: _____ Phone No.: _____

Fax No.: _____

COMPANY INFORMATION

Company Name: _____

Trade Name: _____

Business Address _____

Business Phone No. _____

Nature of Business _____

PROGRAMME / EVENT DESCRIPTION

Title of Event _____

Admission Fee Yes No If Yes, describe: _____

Sales Activity Yes No If Yes, describe: _____

Target Audience _____

Estimated no. of Visitors (per day/whole event period): _____

First time event / Venue of the event in the past: _____

NATURE OF EVENT / PROGRAMME

Exhibition Conference Performance

Creative Showcase Retail If Yes, Price Range _____

Others (Please Specify) _____

EVENT PERIOD

Move In / Set Up _____ Move out _____

Show Time: (DD/MM/YY) _____

PROPOSED LICENSED AREA:

The Qube The Courtyard & Marketplace Pop-Up Verandah

Others (Please Specify) _____

Application Guidelines for Venue Enquiry

Step 1. Venue Enquiry Form

Complete and submit Venue Enquiry Form

Step 2. Event Proposal

Please provide a detailed event proposal in A4 size including but not limited to the following information:

- I. Proposed Event Period**
- II. Flexibility of Event Date**
Indicate if there are any alternative event date(s).
- III. Company / Organizer Profile**
Describe the company / organizer background
- IV. Proposed Event**
Describe the event that you wish to organize with as much information as possible.
- V. Reference Photos**
For a recurring event proposal, attach images of the past event as reference and indicate its particulars.
- VI. Target Audience and Implementation**
Present your marketing plan about how to reach the target audience and what kind of traffic you can bring into PMQ.

Step 3. Review and Assessment

Review and assessment will begin within 14 working days upon receipt of the venue enquiry form and detailed event proposal. A site visit / meeting might be scheduled to further discuss the event program and operation arrangement. Acceptance of venue booking will be decided within 14 working days after all the event information are finalized.

Step 4.**Quotation Preparation**

Quotation will be issued once Step 3 completed.

Step 5.**Confirmation and Signing of Contract**

Upon the confirmation of the quotation, an event agreement and the event rules and regulations will be issued. The venue(s) booking will be confirmed once the signed agreement and the deposit received timely.

Remarks:**1. Normal venue rental hours**

Qube: 0800-2300

Courtyard & Marketplace: 0800-2200

2. Move in & out hours

Qube: 0800-2200

Courtyard & Marketplace: 0800-2200

Setup & Dismantle hours

Qube: 0800-2300

Courtyard & Marketplace: 0800-2200

3. **No overnight** work will be allowed.

4. The quotation only covers the venue rental. All costs for catering and equipment rental are not included.

5. All food and beverages consumed in the Licensed Venue in PMQ must be exclusively provided by the Designated Operators.

Qube:

Drawing Room Concept

Courtyard:

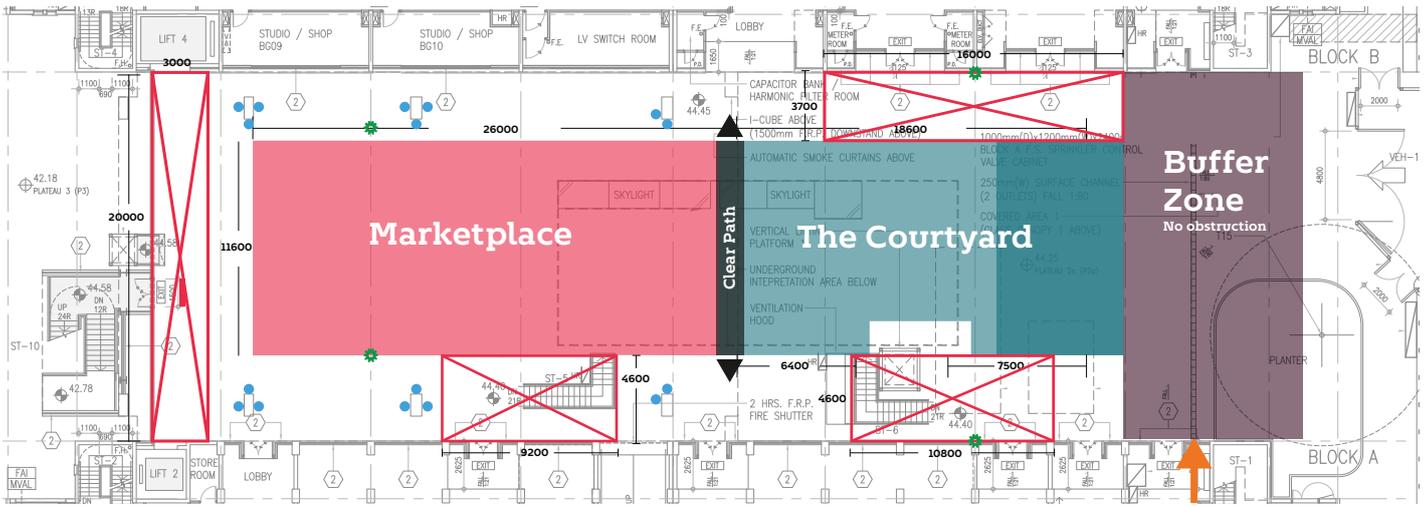
SOHOFAMA

Showcase by bread n butter

6. PMQ Management Co. Ltd. reserves the right to reject any event application which, in its absolute discretion, contains objectionable or offensive content.

7. PMQ Management Co. Ltd. reserves the right to change the above application procedures upon notice. In case of any dispute, the decision of PMQ shall be final.

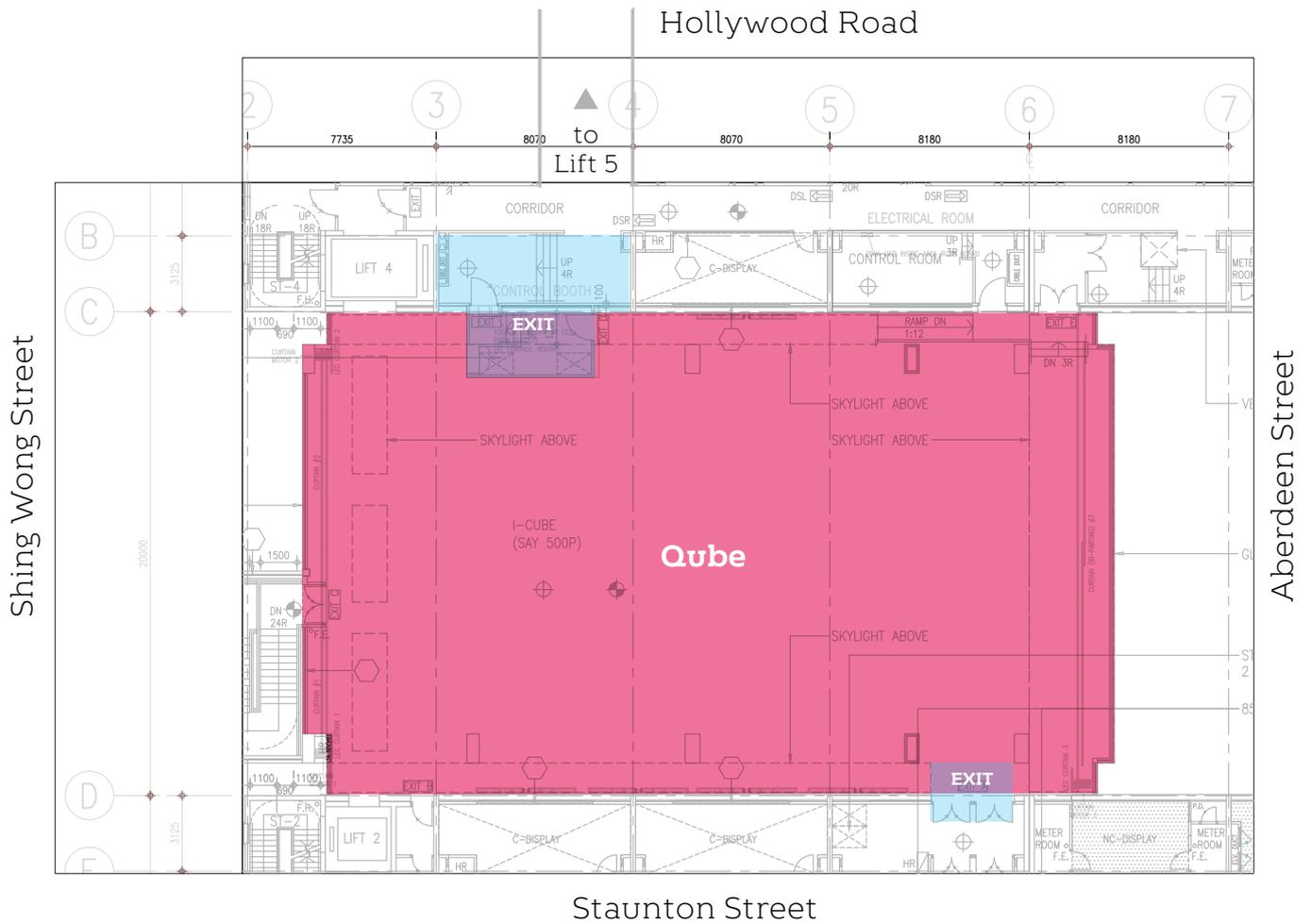
Floor Plan : Marketplace & The Courtyard



- **Fan:** No obstruction to its function
- ⚙️ **CCTV:** CCTV camera For Fire Safety No obstruction
- ➡️ Pathway people can pass through always
- ➡️ **Surface Channel** Delivery on its right side

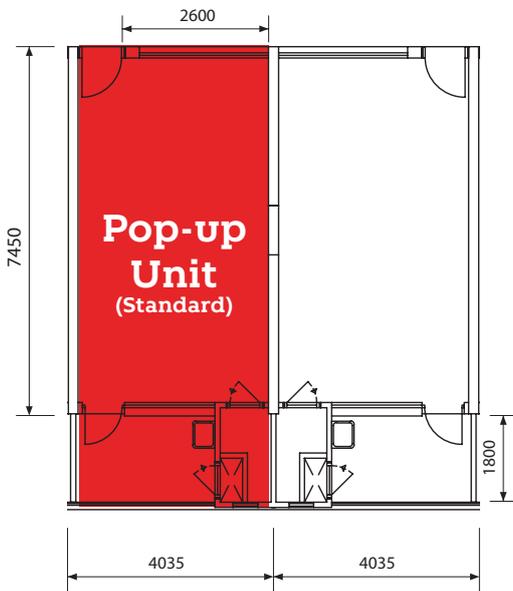
Surface Channel
Delivery on its right side

Floor Plan : Qube



Staunton Street

Pop up Unit (Standard)



Pop up Unit

Standard: Approx. Net Area Size: 40 sqm

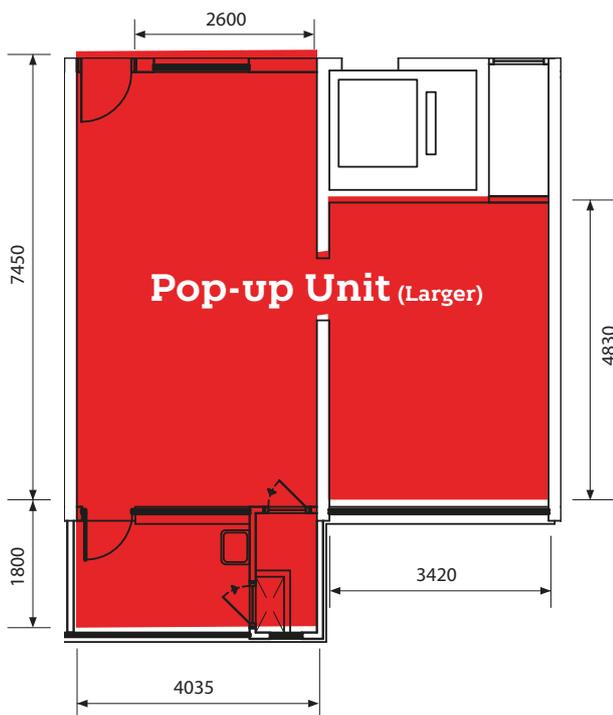
Approx. Net Area Dimension

Approx. Net Area 4m X 10m

Headroom: 3m

Floor loading = 3kPa (balcony = 0.5kPa)

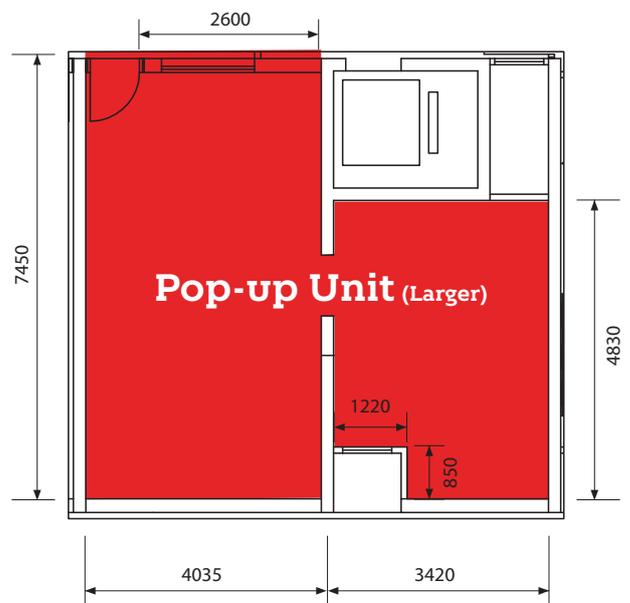
Pop up Unit (Larger)



S501

Headroom: 3m

Floor loading = 3kPa (balcony = 0.5kPa)



S201

Headroom: 3m

Floor loading = 3kPa