



MICE BUSINESS CENTRE

CONFERENCE ROOMS,
MEETING ROOMS,
SECRETARIAL SERVICES AND
FOOD & BEVERAGE MENU

BUSINESS & MAIL CENTRE



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 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 Conference Room, Meeting 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:

Mon – Fri: 8am – 6pm

Sat, Sun & Public Holidays: 8am – 5pm

Tel: 6688 3088

Email: MICE_BusinessCenter@MarinaBaySands.com

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**CONFERENCE
ROOM AND
MEETING ROOM
SPECIFICATIONS**

1.1 | CAMELIA CONFERENCE ROOM



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.

Table Set-Up : Boardroom

Room Size : L: 8m x W: 5.56m

Floor Area : 44sqm

Max. Capacity : 18 pax

What's Included:

- Flip chart (3ft x 2ft) with whiteboard and markers
- Access to our Micro Pantry which is stocked with sodas, snacks, coffee and tea amenities (self-service)
- Video conferencing facilities
- Complimentary usage of built-in LCD projector with a 96-inch motorised screen (one HDMI cable will be provided)
- Wired or wireless internet access
- Incoming calls to speaker phone (handling fee and airtime charge apply for outgoing calls)
- Pre-setup (15 minutes before meeting commences)

1.2 | CASABLANCA CONFERENCE ROOM



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.

Table Set-Up : Boardroom

Room Size : L: 9.87m x W: 4.9m

Floor Area : 48sqm

Max. Capacity : 20 pax

What's Included:

- Flip chart (3ft x 2ft) with whiteboard and markers
- Access to our Micro Pantry which is stocked with sodas, snacks, coffee and tea amenities (self-service)
- Video conferencing facilities
- Complimentary usage of built-in LCD projector with a 96-inch motorised screen (one HDMI cable will be provided)
- Wired or wireless internet access
- Incoming calls to speaker phone (handling fee and airtime charge apply for outgoing calls)
- Pre-setup (15 minutes before meeting commences)

1.3 | ANGSANA MEETING ROOM 3D



Minimum room usage is 2 hours or part thereof. Furniture set-up is fixed and non-adjustable.

Table Set-Up : Boardroom

Room Size : L: 12.3m x W: 5.3m

Floor Area : 70sqm

Max. Capacity : 12 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)

1.4 | ANGSANA MEETING ROOM 3EF



Minimum room usage is 2 hours or part thereof. Furniture set-up is fixed and non-adjustable.

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)



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SECRETARIAL
SERVICES

2 | SECRETARIAL SERVICES

COPY AND PRINT SERVICES

A4 Photocopy

Black & White / Colour

A3 Photocopy

Black & White / Colour

A4 Printing

Black & White / Colour

A3 Printing

Black & White / Colour

A4/A3 Scanning

Tent Card

Place Card

Business Card

Single-sided / Double-sided

CD/DVD

Copy Typing

EQUIPMENT RENTAL

Polycom Phone

Laptop

Shredder

Small / Big

Flipchart

Small / Big

Registration Table

Registration Chair

Video Conference

Price based on the selected package

FINISHING SERVICES

Book Binding Lamination (A4/A3)

COMMUNICATION SERVICES

Facsimile Services

Local Call *Cost per call/minute

International Fax + Handling Fee

Phone Call Service

Local Call *Cost per call/minute

International Call + Handling Fee

Internet

15 / 30 / 60 minutes

Translation/Interpretation

Agency cost + 30% handling fee



3

FOOD &
BEVERAGES

3.1 | COFFEE BREAKS & SNACKS

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 Norwegian 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

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
Hiyakko Tofu
Kombu Salad with Goma Vinaigrette
Tsukemono
(Pickled Vegetables)
Sliced Seasonal Fresh Fruits

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 Fusilli 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

3.5 | BEVERAGE MENU

HOT BEVERAGES (20 PAX)

Coffee

Pump (17 mugs)

Urn (51 mugs)

Tea

Pump (17 mugs)

Urn (51 mugs)



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HARVEST
MENU

4.1 | GREENER OPTIONS, HEALTHIER CHOICES



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

FINGER SANDWICHES (12 pcs)

Choice of:

Chicken Mayo
Tuna Mayo
Egg Mayo
Tomato, Cucumber & Lettuce

FRUITS

Sliced Seasonal Fresh Fruit
(10-20 pax)

BAKERY (12 pcs)

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 Wanton
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:

Marble 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

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 with
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

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 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 selection menu of the day.
- Any last minute on-site food order other than the available menu shall be settled separately by cash or credit card provided on file to the respective outlet.
- No outside food or drink is allowed except if it is from SweetSpot.
- 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. 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 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 Cash, 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.

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 in cash or 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.

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.

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.

DAMAGE & LIABILITIES

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