

CONFERENCE ROOMS, SECRETARIAL SERVICES
AND FOOD & BEVERAGE MENU

MICE BUSINESS 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 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

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PRIVATE OFFICE SPACE & CONFERENCE ROOM RENTAL SPECIFICATIONS



1.1 | CORAL PRIVATE SPACE



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



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



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



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

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

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



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

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

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

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.