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Booking of RI Performing Arts Center & RI Auditorium - Outlook Web Access Light

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Cc: Choo Boon Hwee

Dear PA teachers,

Please see RI's reply below:

Hi Dan,

Please see answer in Blue. If you need further assistance, do give us a call. Thanks.

1) Which are the months that these 2 venues are available for booking? I understand that RIPAC is not available from Jan - Mar (Orientation) and Oct-Nov (A level exams). How about RI Auditorium?  
(As the CCA and curriculum '14 is not out yet, we are not able to give you a definite date of availability, however you can write in to reserve first - pending for further confirmation.)

2) What is the seating capacity for these 2 venues? (PAC = 398) (AUD = 500)

3) What are the charges for RGS to book these 2 venues? The PA teachers told me that we are given a special rate in the past.  
(We have revised our rates since the beginning of this year. We will charge RGS base on ad hoc basis)

4) The timing that these 2 venues can be used. E.g. 8 am - 10 pm? Usually a block book for each CCA - one rehearsal (4hrs) final (8 hrs).

If you have already confirmed the dates of your concerts for 2014 and are thinking of booking these 2 venues, please email me early so that I can help to book for you.

Can you send to me the dates, time & venue required before **next Friday, 11 October**, so that I can send this collation to RI on Friday?

Regards,  
**Mr. Dan Ho**  
Physical Education Department  
Raffles Girls' School

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