



# EVENTS AT TOM'S

**GELATO PARTIES AND SPACE RENTAL**



## LOCATION & AVAILABLE TIMES

**Tom's Palette Bugis**  
51 Middle Road #01-01  
Singapore 188959

**Available Hours**

Mon	10am to 7pm
Tues to Fri	10am to 1pm 3pm to 6pm
Sat and Sun	10am to 1pm

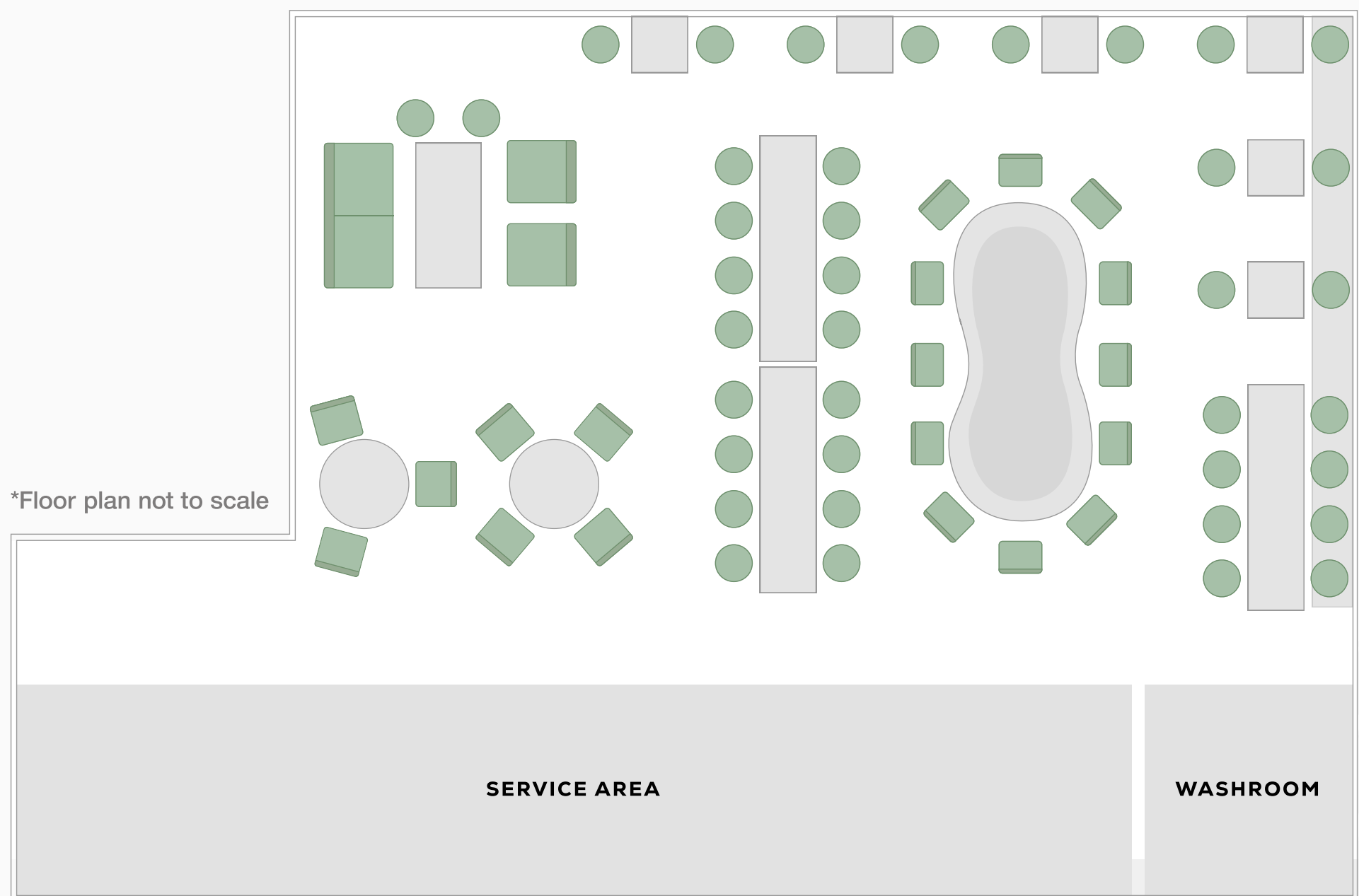
**Accessibility**

- Wheelchair lift available from 1st floor
- Lift also available from basement carpark

**Public Transport**

- 5-minute walk from Bugis MRT
- 5-minute walk from City Hall MRT
- 1-minute walk from Bugis Cube bus stop

## CAPACITY



**Table Arrangements**  
6 Square tables  
2 Circular tables  
3 Rectangular tables  
1 Organic-shaped table  
1 Coffee Table

**Seating Capacity**  
Maximum of 60 seated guests

**Standing Capacity**  
Maximum of 75 standing guests  
There is a \$400 moving fee to remove and store furniture for the duration of the event



## PRICES & AVAILABLE TIMES

### Venue Booking

For venue bookings, we charge a booking fee.

We require a minimum of 2 hours for bookings.

### Inclusions

- 1 hour of setup time before the event starts
- 30 minutes of teardown time
- Complimentary use of projector with a HDMI cable and projector screen
- Use of speakers to play music

### Mondays

8am to 7pm

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1st Hour  
\$200

Subsequent Hours  
\$100 per hour

### Tuesdays to Fridays

8am to 1pm  
4pm to 7pm

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1st Hour  
\$200

Subsequent Hours  
\$100 per hour

### Saturdays and Sundays

8am to 12.30pm

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1st Hour  
\$300

Subsequent Hours  
\$150 per hour

## ADD-ONS

### Dessert Buffet

2 hours of free flow gelato, waffles, together a selection of coffee drinks, artisanal tea, bottled water and select canned drinks

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#### Per Person Price

\$40 per adult  
\$30 per child

\*waived venue booking fee with minimum 25 pax

### Drinks Package

2 hours of free flow coffee drinks, artisanal tea, bottled water and select canned drinks

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#### Per Person Price

\$20 per adult  
\$10 per child

\*waived venue booking fee with minimum 50 pax

### Toppings Station

25 servings each of our most popular toppings

chocolate fudge, chocolate chips, biscoff crumbs, oreo crumbs, rainbow sprinkles and strawberry jam

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#### Set of 6 Toppings

\$105

### Microphone and Speaker

Rental of a standing JBL Speaker with a microphone

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#### Duration of the event

\$50

## TERMS & CONDITIONS

1. Prices are nett and in Singapore Dollars and are inclusive of GST.
2. Prices are valid till 31 December 2025.
3. Guests are strictly not allowed to take away any food or beverages from the venue.
4. In order to confirm your event date and time, a \$300 deposit by PayNow or Bank Transfer is required.
  - a. Of this amount, \$150 is non-refundable, and will be deducted from the final bill.
  - b. The other \$150 deposit covers any cleaning fees or damage that may occur. In the event that significant damage is done that exceeds the deposit, Tom's Palette reserves the right to recover the cost of repair or replacement for these damages from the Event Liaison. If there are no fees incurred, this deposit will be deducted from the final bill.
5. We will need to know the confirmed number of persons at the time of the deposit. In the event that there are absentees, we will charge the confirmed number of persons. If there are any additional guests, they will be added to the final bill.
6. The remaining payment must be made right after the event concludes. There is no extra charge for payments made via PayNow or Bank Transfer. For credit card payments, an additional 2% fee will be charged to help us cover administrative costs.
7. These are our cancellation policies:
  - a. 24 hours or less before the confirmed date of the event:  
100% of the confirmed amount will be charged, minus \$150 to cover any cleaning fees or damages.
  - b. 72 hours or less before the confirmed date of the event, whichever amount is higher will be charged:  
25% of the confirmed amount will be charged, minus \$150 (cleaning fees or damages deposit).  
OR \$300 will be charged.
  - c. More than 72 hours before the confirmed date of the event  
The \$150 non-refundable deposit will be charged. The other \$150 (cleaning fees or damages deposit) will be refunded.
8. These are our postponement policies:
  - a. 24 hours or less before the confirmed date of the event:  
100% of the confirmed amount will be charged, minus \$150 (cleaning fees or damages deposit).
  - b. 72 hours or less before the confirmed date of the event, whichever amount is higher will be charged:  
25% of the confirmed amount will be charged, minus \$150 (cleaning fees or damages deposit).  
OR \$300 will be charged.
  - c. More than 72 hours before the confirmed date of the event  
There will be no charges.
9. Details provided here, including the terms and conditions, are subject to change without prior notice.
10. Seasonal decorations may be on display. Please contact your event organiser if you want decorations removed prior to your event.

### During the Event

1. On the day itself, Tom's Palette staff will be in the shop 1 hour before the event. Organisers may enter the venue and begin setup.
2. Wristbands will be handed out to guests to identify them. Guests not wearing wristbands will not be served.
3. Unless instructed by the organiser, guests will be charged on the spot when they order any items not included in the buffet menu.