

## BOOKING FORM FOR CHILL-OUT CORNER AT UBI TECHPARK

TO BE COMPLETED BY APPLICANT												
Name												
Company Name												
Company Address												
Email									Contact No.			
Booking Date												
Time Slot(s)	0900	1000	1100	1200	1300	1400	1500	1600	1700	1800	1900	2000
	1000	1100	1200	1300	1400	1500	1600	1700	1800	1900	2000	2100

Please tick (✓) appropriate box(es) above.

**BOOKING FEE: S\$12 PER HOUR (SUBJECTED TO GST)**

**REFUNDABLE DEPOSIT: S\$50**

**Payment can be made via Interbank Transfer, PayNow to UEN: T02MC2719D or scan PayNow QR**



I/We consent to the collection of my/our Personal/Company Data for the above purpose.

I/We understand and agreed to abide by the HOUSE RULES governing the use of the Chill-Out Corner.

\_\_\_\_\_  
 Name and Signature:

\_\_\_\_\_  
 Date

### For Official Use

Processed By		Date	
Approved By		Date	
Amount Collected		Date	
Receipt No			
Remarks			

For booking enquiries, please call the Management Office at 67439163. Application may be made in person or via email.

## **HOUSE RULES – CHILL-OUT CORNER**

Operation Hours: Monday to Sunday (including Public Holiday)- 0900 hours to 2100 hours

The Chill-Out Corner is opened to Occupants of Ubi Techpark only. Booking of the Chill-Out Corner may be made in person at the Management office during office hours or through email. Booking through telephone or fax is not allowed. Application form is available on our website and booking is confirmed only upon payment. Bookings will be accepted on first-come-first-served basis.

Only Applicant and their invited Guests are entitled to use the Chill-Out Corner. Applicant is required to be present with their Guests at all times and to ensure that their guests comply with the House Rules.

The Applicant shall be fully responsible and shall pay all necessary costs for any loss or damage to the equipment, furniture and all items in the Chill-Out Corner.

The Applicant shall keep the Management Corporation indemnified against all actions, claims, demands and losses etc. that may be brought or made against the Management Corporation by any person or persons on account of, or attributed to, the use of the Chill-Out Corner.

Food and beverages may be consumed in the Chill-Out Corner. The Applicant shall ensure the cleanliness of the Chill-Out Corner and all rubbish generated from the above consumption must be cleared after the use.

No excessive noise that will become a source of nuisance or annoyance, will be allowed.

Electricity and water are available for use in the Chill-Out Corner. However, it is subject to the condition that there shall be no overloading to the electricity supply and no wastage of water.

The Management Corporation shall not be liable for any damage to any equipment which the Applicant may bring to the Chill-Out Corner (whether or not caused by the default of the Management Corporation or its servants or agents or independent contractors).

Smoking and sleeping are not allowed in the Chill-Out Corner.

Illegal or immoral activities are strictly prohibited.

The Management Corporation shall not be responsible for any damages or loss of the Applicant's property.

The Chill-Out Corner should not be used for commercial, political, religious, gambling and/or illegal activities.

Due care must be exercised when using any equipment or furniture provided in Chill-Out Corner. They are the property of the Management Corporation and must not be shifted or removed from their original positions in the Chill-Out Corner. Care must be taken to ensure that all equipment or furniture are not damaged or subjected to undue wear and tear.

The Applicant must inform the Management Corporation of any existing damage to equipment and furniture prior to using the Chill-Out Corner, failing which they may be held responsible for such damage and be liable for any related repair or replacement costs.

The Management Corporation reserves the right and at its sole discretion to close the Chill-Out Corner for maintenance or repair as it deems necessary.

The Management Corporation or their appointed representatives may at any time check the identities of any person in the Chill-Out Corner. This is to prevent any unauthorised person from using the Chill-Out Corner.

The Management Corporation reserves the right to stop the Applicant and Guests from using the Chill-Out Corner or request the Applicant and Guests to leave the Chill-Out Corner, if they fail to abide by and comply with the House Rules or behave in a manner that is a danger to themselves or others.

The Management Corporation shall not be responsible for any damage, loss, injury or death howsoever caused to the Applicant and/or their Guests, when using the Chill-Out Corner. Applicants are reminded to exercise due care and caution in respect to their safety and well-being and that the use of the Chill-Out Corner is at their own risk.

The Management Corporation reserves the right to add new clauses or amend existing House Rules as and when necessary.