

To: Ubi Techpark Management Office

APPLICATION FOR THE USE OF MEETING ROOM

TO BE COMPLETED BY APPLICANT			
Name			
Company Name			
Unit No.		Contact No.	
Date & Time of Booking			
Purpose			

BOOKING FEE: SGD 15.00 PER HOUR (INCLUSIVE OF GST) - BY NETS/CHEQUE

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

I/We understand and agreed to abide by the **HOUSE RULES** governing the use of the meeting room.

 Name and Signature/Company Stamp

 Date

For Official Use

Date of Received	
Amount Chargeable	
Receipt No.	
Remarks	

For booking enquiries, please call the Centre Management Office at 6743 9163. Application **MUST** be made personally at our office at Lobby A #02-05 for submission. Thank you.

House Rules

Meeting Room

Operation Hours: Mondays to Fridays 0900hrs to 1700hrs
Saturdays 0900hrs to 1200hrs

The charge for using the meeting room is S\$15.00 (inclusive of GST) per hour.

Bookings of room must be made in person at the Management office during office hours. Booking through telephone is allowed. Application form is available from our website and booking is confirmed only upon payment is made at the Management office. Bookings will be accepted on a first come first serve basis

Only Owners/ Tenants and their invited Guests are entitled to use the Meeting Room. Owners/ Tenants are required to be present with their Guests at all times and to ensure that their guests comply with the House Rules.

Owners/ Tenants are requested to produce their Staff ID at the time of booking of the Meeting Room.

Children under 12 years old shall not be allowed to handle any of the equipment in the Meeting Room. They shall be accompanied by their parents or supervisory adults who shall be responsible for their safety and proper behaviour.

Owners/ Tenants shall be responsible for any damage caused to the equipment in the Meeting Room by them or their Guests. Owners/ Tenants shall inform the security or the Management staff of any existing damage to the Meeting Room and its facilities they or their Guests are about to use, failing which they may be held responsible for such damage.

Inspection of the Meeting Room would be done by the Management to determine if there have been any damages caused to the common property.

The Management reserves their right to claim all damages caused to the property by the Owners/ Tenants or their Guest.

The Owners/ Tenants and their Guests shall keep the Management indemnified against all actions, claims, demands, losses, etc that may be brought or made against the Management by any person arising out of the use of the room.

The Management, security officers may require any person in the Meeting Room to identify himself or herself.

Except for meetings, discussions, training and business presentations for which the Meeting Room were intended, no other activities will be allowed in the Meeting Room.

No food or beverages is allowed in the Meeting Room.

The number of Guests is limited to not more than thirty (30) persons.

Owners/ Tenants and their Guests shall abide by all rules set out by the Management when they utilise the Meeting Room.

The Management reserves the right to change the rules. Owners/ Tenants shall be notified in advance before such changes take effect.