

## 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: \$25.00 / \$30.00 PER HOUR (SUBJECTED TO GST AND AVAILABILITY)**  
**REFUNDABLE DEPOSIT: \$100**

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 meeting room.

\_\_\_\_\_  
Name and Signature/Company Stamp

\_\_\_\_\_  
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 FOR MEETING ROOM**

Operation Hours: Monday to Sunday (Including Public Holiday) - 0900hrs to 2100hrs

The charges for using the meeting room are as follow:

<b>Day</b>	<b>Time</b>	<b>Rate (subjected to GST)</b>
Monday – Friday	0900hrs to 1800hrs	S\$25 per hour
Monday – Friday	1800hrs to 2100hrs	S\$30 per hour
Saturday / Sunday / Public Holiday	0900hrs to 2100hrs	S\$30 per hour

A refundable deposit of \$100 is required for booking of the meeting room.

Bookings of room may be made in person at the Management office during office hours or through email. Telephone or faxed booking is not allowed. Application form is available on our website and booking is confirmed only upon payment. Bookings will be accepted on a “first come, first served” basis up to one (1) month in advance.

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.

Children under 12 years old are not 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 behavior.

Owners/Tenants shall be responsible for any damage caused to the equipment, furniture and fittings in the Meeting Room. Owners/Tenants shall inform the security or the Management staff of any existing damage to the Meeting Room and its equipment, furniture and fittings before using to the Meeting Room, failing which they may be held responsible for the damage.

Inspection of the Meeting Room would be done by the Management staff or Security Officers to determine if there has been any damage caused.

Food and beverages may be consumed in the Meeting Room. The Applicant shall ensure the cleanliness of the Meeting Room and all rubbish generated from the above consumption must be cleared when vacating the room.

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

The Owners/Tenants and their Guests shall keep the Management Corporation 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 staff or 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. The Meeting Room should not be used for commercial, political, religious, gambling and/or illegal activities.

The maximum capacity for the Meeting Room is **thirty (30) persons**.

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

The Management Corporation reserves the right to revise the rules when it is deemed fit.