



Management Office:
 The MCST Plan No. 2719
 10 Ubi Crescent #02-05
 Singapore 408564
 Tel : 6743 9163 (During Office Hour)
 6743 1375 (After Office Hours)
 Fax : 6743 9816
 Email : feedback@ubitechpark.com
 Website : <http://www.ubitechpark.com>

To: Ubi Techpark Management Office

APPLICATION FOR THE USE OF RECEPTION COUNTER ROOM@UBI TECHPARK

TO BE COMPLETED BY APPLICANT			
Name			
Company Name			
Mailing Address			
Contact No.	(Office)	(Mobile)	(Fax)
Date and Time of Booking			
Proposed Trade			

BOOKING FEE: SPs & Occupiers of Ubi Techpark - SGD 80.00 PER DAY (SUBJECTED TO GST)
Non-Occupiers of Ubi Techpark - SGD 100.00 PER DAY (SUBJECTED TO GST)

PAYMENT BY NETS/CHEQUE/ PAYNOW UEN NO. T02MC2719D

DEPOSIT: SGD 200.00 BY CHEQUE AND PAYABLE TO MCST 2719

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

I/We agree that I/We understand and agreed to abide by the attached terms and conditions governing the use of the reception counter room.

 Name and Signature /Company Stamp

 Date

For Official Use

Date of Receive	
Amount Chargeable	
Receipt No.	
Remarks	

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

TERMS AND CONDITIONS FOR THE USE OF RECEPTION COUNTER ROOM

1. Application

- a. The fee payable for the use of reception counter room per day is \$80.00/\$100.00 subjected to GST – Nets or Cheque Payment or PayNow to MCST 2719 UEN No. T02MC2719D. Once paid, this fee is non-refundable.
- b. Only walk-in application is allowed. Priority will be given to unit occupiers of Ubi Techpark.
- c. Incomplete application will be rejected immediately.
- d. No reservation is allowed.
- e. All approved application must be made with full payment including a refundable deposit S\$200.00 upon approval (Separate cheque is required for the deposit).
- f. Failure to comply with terms and conditions 1(d), the space will be reallocated to the next applicant and your application will be cancelled immediately.
- g. The applicant is not allowed to change the date of use of reception counter room once accepted and approved by the Management.
- h. All the cheque payment must be made payable to MCST 2719.
- i. All applications are subject to the Management's Approval and is non-transferable and non-assignable. Thus, no further correspondences will be entertained.

2. Cancellation Charges

- a. Full payment made will be forfeited should there be any cancellations of the booking before the use.

3. Duration

- a. A minimum duration of use is 1 day.

4. Receipt

- a. Receipts will be issued to all applicants upon approval of the proposed trade (please also refer to 5e).
- b. All applicants are advised to display the receipt when setting up the stall.
- c. All applicants are requested to produce the receipt of use to the security guard or the Management Staff when requested.

5. Use of Reception Counter Room

- a. Operational hours: Monday to Friday: 8.30 am to 5.00 pm
- b. Applicants are allowed to set up only 1 hour before the commencement of business.
- c. The Management reserves the right to revoke the permit of use should there be any unauthorized trade(s) or item(s).
- d. Applicants are not allowed to extend the operations beyond the designated area. Failing which, action will be taken and debarment from application in future.

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TERMS AND CONDITIONS FOR THE USE OF RECEPTION COUNTER ROOM

5. Use of Reception Counter Room (Cont'd)

- e. Applicant must clean and reinstate the designated areas to its original condition immediately after the period of use. In the event that the site is not reinstated to its original state, the deposit will be forfeited. The Management reserves the right to claim reimbursement from the applicant should the deposit be insufficient to meet the reimbursement expense.
- f. Applicant shall undertake all necessary security measures to safeguard the usage of the room and is responsible for any damage or vandalism. All costs incurred shall be borne by applicant.
- g. Applicant shall indemnify the management against all actions, claims or demands that maybe lawfully brought or made against the Management by any person be it reason or anything done arising from the use of the room space.
- h. The Management reserves the right to revoke the permit for use of stall should there be any genuine complaints on noise and/or other nuisances and/or breach of the conditions of the use of the room. In such event, all payments made shall be forfeited.
- i. The Management also reserves the right to debar any future application for use of reception counter room.