



**Management Office:**  
 The MCST Plan No. 2719  
 10 Ubi Crescent #02-05  
 Ubi Techpark Singapore 408564  
 Tel: +65 6743 9163 (During Office Hours)  
       : +65 6743 1375 (After Office Hours)  
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## BOOKING FORM FOR CHILL OUT CORNER AT UBI TECHPARK

### I. Member / Occupant's Details

<b>Name</b>	
<b>Company Name</b>	
<b>Company Address</b>	
<b>Contact No</b>	
<b>Email Address</b>	

### II. Booking fees

Booking	3 Hours Block	4 Hours/Half Day	8 Hours/Full Day	Remarks
<b>Member</b>	\$30	\$35	\$65	
<b>Non-member</b>	\$60	\$80	\$100	

### III. Booking slot

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Time Block	9-10	10-11	11-12	12-1	1-2	2-3	3-4	4-5	5-6	6-7	7-8	8-9

\_\_\_\_\_  
 Name and signature:

Date:

### For Official Use

Date of receipt	
Amount	
Cheque No:	
Remarks	

Updated on Sep-2023

## **HOUSE RULES**

Operation Hours: Mondays to Sundays (including PHs): 0900hrs to 2100hrs

The Chill Out Corner is only opened to Members and Occupants of Ubi Techpark.

All Owners / Occupants of Ubi Techpark are welcomed to apply membership for Chill Out Corner. Application for membership can be made in person at the Management office during office hours.

Bookings of room must be made in person at the Management office during office hours or through email. Booking through telephone is not allowed. Application form is available from our website and booking is confirmed only upon payment. Bookings will be accepted on a first come first serve basis.

Only Member / Occupant and their invited Guests are entitled to use the Multi-purpose Room. Member / Occupant is required to be present with their Guests at all times and to ensure that their guests comply with the House Rules.

The Member / Occupant who books the Multi-purpose Room shall be fully responsible and shall pay all necessary expenses for any loss or damage and loss to the properties managed by the Management Corporation at the said site.

The Member / Occupant shall keep the Management Corporation indemnified against all actions, claims, demands and losses etc. that may be fully brought or made against the Management Corporation by any person or persons on account or attribute to the use of the said site.

The Member / Occupant shall ensure that the cleanliness of the said site and shall be responsible for any damages and shall pay for all costs and expenses incurred by the Management Corporation for making good such damages.

No excessive noise is to be created that will become a source of nuisance or annoyance.

Electricity and water may be obtained from the site's supply. 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 Member / Occupant may bring upon the said site (whether or not caused by the default of the Management Corporation or his servants or agents or independent contractors).

The Management Corporation in its absolute discretion reserves the right to revoke any Membership granted. The Management Corporation shall not be liable for any damages arising from the revocation of the Membership.

Smoking and sleeping are not allowed.

Illegal or immoral activities are strictly prohibited.

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

The said site 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 the said site. They are the property of the Management Corporation and must not be shifted or removed from their original positions in the said site. Care must be taken to ensure that all equipment or furniture are not damaged or subject to undue wear and tear.

The Member / Occupant must inform the Management Corporation of any existing damage to the said site, equipment and furniture observed by them prior to their use thereof, 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 said site 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 said site. This is to prevent any unauthorised persons from using the said site.

The Management Corporation reserves the right to stop any of the Member / Occupant from using the said site or request them to leave the said site if they fail to abide 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 Member / Occupant when using the said site. Member / Occupant are reminded to exercise due care and caution in respect of their safety and well-being and use the said site at their own risk.

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