**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 MEETING ROOM**

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

**BOOKING FEE: SGD 18.00 / 25.00 PER HOUR (SUBJECTED TO GST)**

**BY NETS; PAYNOW- UEN NO. T02MC2719D; CHEQUE MADE PAYABLE TO MCST 2719**

**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.

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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 Sundays (Including Public Holidays) - 0900hrs to 2100hrs

The charges for using the meeting room are as follow:

|  |  |  |
| --- | --- | --- |
| **Day** | **Time** | **Rate (subjected to GST)** |
| Mondays – Fridays | 0900hrs to 1800hrs | S$18.00 per hour |
| Mondays – Fridays | 1800hrs to 2100hrs | S$25.00 per hour |
| Saturdays / Sundays / PHs | 0900hrs to 2100hrs | S$25.00 per hour |

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 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 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 behaviors.

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 or Security 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. (The site should not be used for commercial, political, religious, gambling and/or illegal activities.)

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 utilize the Meeting Room.

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