

NV Residences

APPLICATION FOR BOOKING OF FUNCTION ROOM

Name of Applicant : _____
Block & Unit No. : _____
Contact Number: : (H/O): _____ HP : _____
Date of Function : _____
Booking time slot (please circle) : 9 AM TO 3 PM / 4 PM TO 10 PM

Refundable deposit of **\$150.00** paid by Cash/Cheque No. < _____ > made payable to **"THE MCST PLAN NO. 3995"** will be required to accompany this booking.

Non-refundable utility charge of **\$16.05** (inclusive of GST) by Cash/Cheque No. < _____ > made payable to **"THE MCST PLAN NO. 3995"** will be required to accompany this booking.

- Payment of \$100.00 deposit and \$16.05 non-refundable utility charge (i.e. air-con, water & electricity) must be made no less than 3 days before the event.

Terms & Conditions

I agree to abide and be bound by the following: -

1. The opening hours are divided into 2 sessions daily:
Day session : 9.00 am to 3.00 pm
Evening session : 4.00 pm to 10.00 pm
2. The maximum number of guests per apartment unit who may use the Function Room shall not exceed 50 persons during each session and residents shall ensure that their guests observe the house rules contained herein.
3. Reservation can be made up to a maximum of thirty (30) days in advance of the intended session and allocation will be made on a first-come-first-serve basis. Reservation is not transferable. Each apartment is entitled to **1 session per month**. No accumulation of entitlement is allowed. Bookings are subject to the Management 's approval on the purpose of use.
4. I /We understand that the **\$150.00 deposit** will be held by the Management as security to ensure that the Function Room area is cleared of rubbish and cleaned to a satisfactory condition or/and the facilities are not damage in the course use.
 - a. The cost of additional cleaning, if required, will be deducted from the deposit and the balance will be refunded to the applicant. In the event that the cost of cleaning exceeds the deposit, the applicant shall be charged the addition amount. The Management shall have the sole discretion in deciding on the standard of cleanliness.
 - b. Similarly, the management reserve the right to withhold the deposit and deduct money from the deposit if damage to the function room is found. In the event the cost of reinstatement exceeds the deposits, the applicant shall be charged the addition amount.
 - c. When claiming the refund, the receipt issued at the time of booking must be returned to the Management Office.
5. In addition to the refundable deposit stated above, residents shall also pay a non-refundable charge of **\$16.05 per session** for the utilization of utility (i.e. air-con, water & electricity).
6. Cancellation of bookings must be made at least seven (7) days before the date booked and should be made personally to the Management. Otherwise, it may result in the utility charge being forfeited.
7. The Multi-Purpose Function Room can only be used for birthday parties or any other social functions approved by the Management. It cannot be used for meeting, gambling, religious, political, commercial, illegal or immoral activities. Private classes, sales talk or company gatherings are not permitted in the Multi-Purpose Function Room.
8. The Management reserves the right to use the Multi-Purpose Function Room for official matters.
9. Live bands or mobile discos are not permitted.
10. No smoking, skating, skateboarding, cycling or any ball games are permitted.
11. No pets and persons in swimming attire are permitted at the Multi-Purpose Function Room.

12. Permission must be obtained from the Management prior to hiring of additional tables and chairs to be used.
13. These rules and regulations are subject to revision at the discretion of the Management as and when necessary.
14. I / We understand that the S\$150.00 deposit may be forfeited if I / We found to violate item 7 and shall also be barred from booking the multi-purpose function room for a duration of 6 months from the date of event.

**** I / We have read and understood the terms and conditions for booking this facility and agreed to abide all the above.**

Signature of Applicant

Date

FOR OFFICIAL USE

I hereby acknowledge receipt of cash / cheque (_____) for \$150.00.

Name & Signature of Management

Date

ACKNOWLEDGEMENT BY APPLICANT

I / We hereby acknowledge return of the balance refundable deposit of S\$_____ having the sum

\$_____ being for the non-compliance to the Terms and Conditions.

Signature of Applicant

Date

- I / We consent to provide my/our personal data for the above purpose.