

# NV Residences

## APPLICATION FOR BOOKING OF AV ROOM

Name of Applicant : \_\_\_\_\_  
Block & Unit No. : \_\_\_\_\_  
Contact Number : (H/O): \_\_\_\_\_ HP: \_\_\_\_\_  
Date of Usage : \_\_\_\_\_

---

Refundable deposit of **\$100.00** paid by Cash/Cheque No. \_\_\_\_\_ made payable to **"THE MCST PLAN NO. 3995"** will be required to accompany this booking.

Non-refundable charge of **\$5.00/hr (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 non-refundable booking charge must be made no less than 3 days before the event.

### **Terms & Conditions**

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

- 1) Opening hours are from 8.00 am to 10.00 pm daily. The security guards are authorized to stop any use of the Audio Visual Room that extends beyond 10.00 pm.
- 2) Not more than 9 persons may be in the Audio Visual Room at any time.
- 3) Advance booking can be made on a first-come-first served basis up to a maximum of 7 days.
- 4) Each apartment unit may book a maximum of two (2) hours per session in any one day.
- 5) Residents can make a maximum of two (2) bookings within the same week, but only one of these sessions may be made between the peak hours of 6.00 pm to 10.00 pm.
- 6) Residents must be punctual for their bookings. Bookings shall be treated as cancelled if not claimed within 15 minutes and the Audio Visual Room will be allocated to another resident on a first-come-first served basis.
- 7) Reservations are not transferable. If the person who has made reservation is unable to use the facilities on the date reserved, he / she is to inform the Management Office 48 hours in advance. Residents who fail to cancel booking will be barred from booking the room for the next 1 calendar month.
- 8) Residents must sign in for the use of the Audio Visual Room.
- 9) When booking the Audio Visual Room, residents shall place a refundable deposit of S\$100.00 with the Management no less than 3 days before the event date. Crossed cheque is preferred. The deposit shall be refunded, free of interest only if the equipment is returned in good order and the Audio Visual Room in a good and clean condition without damage to any part of it and all rubbish properly disposed of. Should the Management incur any costs for repair, cleaning or disposal, such costs will be recovered from the residents accordingly.
- 10) Children under 12 years old must be accompanied and supervised by an adult who shall be responsible for their behaviour and safety while engaging in the activity.
- 11) Smoking, pets, food and drinks are not allowed in the Audio Visual Room.
- 12) The Management shall not be responsible for any injury caused to the persons using the Audio Visual Room.
- 13) Residents concerned will be responsible for any loss or damages caused to the equipment and furniture, by their guests or themselves. Replacement costs are chargeable to the resident who booked the Audio Visual Room.
- 14) The Audio Visual Room shall be used solely for its intended purpose. Meeting, gambling, religious, political, commercial, illegal or immoral activities are strictly not allowed in the Audio Visual Room.
- 15) These rules and regulations are subject to revision at the discretion of the Management as and when necessary.
- 16) Any cancellation must be made at least 3 days before the event date. Otherwise, it will result in the non-refundable charge being forfeited.
- 17) The Management reserve the right to forfeit the S\$100 deposit if applicant(s) fails to comply item 14 above.

**\*\* 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 / We hereby acknowledge receipt of cash / cheque (\_\_\_\_\_) for \$100.00.

---

Name & Signature of Management

---

Date

---

**ACKNOWLEDGEMENT BY APPLICANT**

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