 OSK PROPERTY DIVISION		Doc Ref: OSKP/PPM/01-F2 Rev No: 0 Issue No: 01/09/2016
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DETAILS OF RESIDENT

Name :

IC No or Passport No :

Unit No : Resident Card No :

Correspondence Address :

.....

Contact No : Office :

Resident :

Mobile No : Resident Signature :

DETAILS OF FUNCTION

Project Name : **YOU VISTA** Date and Time of Function :

Purpose : Number of guests :
 (Wedding/Birthday/Anniversary/Meeting etc)

Facilities : Name of caterer:

(Where Applicable)

BBQ Pit	<input type="checkbox"/>
Multi-Purpose Hall	<input type="checkbox"/>
Meeting Room	<input type="checkbox"/>
Others	<input type="checkbox"/>


FOR OFFICE USE

Complied with approval condition : Yes ☐ No ☐

Facility Checked by M & E
 M& E Remarks:

Remarks :

Name :
 Date:

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FOR OFFICE USE (Continued)

Rental

Unit No.

Mode of Payment :

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Credit Card

Cheque

Cash

Credit Card No :

Cheque No :

Others :

COLLECTION

Rental Amount :

Official Receipt No.:

Deposit Amount :

Received By :
(ACSE/ACSA/ACSC)

Date :

Approved By :

Date :

REFUND

Deposit Amount : RM.....

Deposit deduction : RM

Deposit (Refundable): RM

Refunded By :
(ACSE/ACSA/ACSC)


Date :

Resident Signature :

IC No or Passport No:

Approved By :
(BM/BE)

Date :

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FUNCTION RESERVATION TERMS AND CONDITIONS

1. **Multi-Purpose Hall:** Deposit RM200.00, rental RM200.00 for 4 hours, exceeded 4 hours will be additional charges. Reservation must be applied to the Management Office at least one (1) week in advance.
2. **Meeting Room:** Deposit RM200.00, rental RM100 for 4 hours, exceeded 4 hours will be additional charges. Reservation must be applied to the Management Office at least one (1) week in advance.
3. **BBQ Pit:** Deposit RM200, rental RM100 only. Reservation must be applied to the Management Office at least one (1) week in advance. Only **Pork Free** food is permitted. Those in breach of this ruling shall ban from future use.
4. Confirmation involved with deposit and rental is upon receipt of payment on a "first-come-first served" basis. (Cash or cheque is to be made payable to HTR Management Services Sdn. Bhd.
5. If cash or cheque was paid for the booking, the earliest refund will be after confirmation of its clearance. The deposit will be forfeited if there is a breach of the House Rules, unsatisfactory remarks on the post function checklist as stipulated in this form as well as any damage to the common facilities equipment.
6. Any reservation of facilities or function hall shall seek for approval and provided no outstanding payment of service charge and other charges for more than 1 month.
7. All functions are limited to the designated common areas or within the parcel unit of the condominium.
8. All functions should not exceed 10.30 p.m.
9. The host is responsible for any damage to facilities and the conduct of his/her guests. Any person found behaving in a manner deemed to be creating a nuisance to other residents will be asked to leave the premise immediately by our Security Personnel.
10. The host must ensure that all facilities are restored to their original state after used.
11. All disposal items and leftovers are to be cleared by the host on the same day or night.
12. Smoking is not allowed to the function hall/room.
13. There is strictly no non-halal food is allowing to store and cook with the kitchen appliances or equipment.
14. Portable radio/cassette players are permitted but the volume must be controlled so as to avoid being a nuisance to other residents.
15. The host is required to provide to the Management with a name list of guests who will be attending their function to enable the security guards on duty to identify them and to ensure a smooth flow of traffic to the function.
16. The host is required to provide the name of caterer(s) (if applicable).
17. HTR Management Services Sdn Bhd or its employees or managing agents will not be held responsible for any manner whatsoever for loss of or damage to any personal property or injury or death of any person arising at any time before, during or after the function.

REQUIREMENT FOR CATERER(S) (if applicable)

Name of Caterer :

1. Caterer(s) and their staff must register with the Security Personnel on duty.
2. Caterer(s) is-are not allowed to use the toilets for cutlery cleaning/utensils washing.
3. All leftover food and beverage items must be packed and cleared away by the caterer. All caterers are responsible for the disposal of their own rubbish.
4. If this has been breached the caterer and his company will be barred from future entry into the property.
5. Please check with the Security Supervisor for the proper location for parking.
6. Security will only allow the caterer to depart from the condominium after verifying that everything is in order.

CONSENT BY HOST

I, _____ hereby confirm that I have understood all the Terms and Conditions stated above and will abide by them

UNIT NO : _____

IC/PASSPORT NO : _____

SIGNATURE : _____

DATE : _____