

FUNCTION RESERVATION FORM

Parcel / Unit No.				Booking Date	
Name of Applicant					(Owner / Tenant)
NRIC / Passport No.			Contact No.		
Time of Function	From		To		No. of Guests
Nature of Function					

TYPE OF FACILITY:☐ BBQ Pit (Level 12) (Rental: RM 100)☐ Multi-Function Hall (Rental: RM 300)☐ Others: _____☐ Garden Terrace (Above Gym) (Rental: RM 300)☐ 10 Table & 50 Chair (Rental: RM 100)**FUNCTION RESERVATION TERMS & CONDITIONS**

- Rental of RM _____ per day is chargeable for usage of the venue. Confirmation upon receipt of payment on a "first come first served" basis.
- A refundable deposit of RM _____ is necessary. If cash or cheque was paid for the booking, the earliest refund will be after confirmation of its clearance (approximately 2 weeks' time). 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.
- The intended facility may be reserved by Owners / Tenants for Private functions by prior application at the Management Office with a minimum notice of fourteen (14) days prior to the function being held. Management will revert with confirmation within seven (7) days before the date of the function on status of application.
- All functions are limited to the designated common areas or within parcel units of the condominium.
- All approved private functions shall be between 9.00 a.m. to 10.00 p.m. No function is allowed outside the said times.
- 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.
- The host must ensure that all facilities are restored to their original state after use.
- All disposal items and leftovers are to be cleared on the same day or night as the case may be.
- PA system, music, acoustic, live bands are strictly prohibited during the function / event unless prior approval is obtained from the Management.
- Portable radio / MP3 Player / Bluetooth Speaker are permitted but the volume must be controlled so as to avoid being a nuisance to other residents.
- The Management and its employees shall not be liable in any manner whatsoever for any loss, damage, injury or death to any persons arising from the booking of the private function.
- The host shall submit to the Management their guest list and the details of the caterer at least three (3) days prior to enable the security guards on duty to identify them and to ensure a smooth flow of traffic to the function. The Management reserves the right to approve or decline any application.
- The host must ensure that all their guests conduct themselves in a manner which will not cause any nuisance or inconvenience to other residents at all times. Excessive noise, unruly or offensive behaviour is strictly prohibited. The Management reserves the right to request the applicant to remove such guest from the premises or Security may escort such guest out of the premises.

REQUIREMENT FOR CATERER(S) (if applicable)

Name of Caterer:

- Caterer(s) and their staff must register with Security Personnel on duty.
- Caterer(s) is/are not allowed using the toilets for cutlery cleaning/utensils washing.
- 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.
- If this has been breached the caterer and his company will be barred from future entry into the property.
- Please check with Security Supervisor for the proper location for parking
- Security will only allow the caterer to depart from the condominium after verifying that everything is in order.

CONSENT BY HOST

I, _____ (NRIC/Passport No: _____) (Unit No: _____)
hereby confirm that I have understood all the Terms and Conditions stated above and will abide by them.

Signature: _____

Date: _____

FUNCTION RESERVATION FORM

FOR OFFICE USE

Location of Function checked by M&E:

Complied with approval condition: YES / NO

Remark :

Checked by (Name) : Date :

COLLECTION

Rental Amount :

Official Receipt No. :

Mode of Payment : Cash / Cheque

Deposit Amount :

Official Receipt No. :

Mode of Payment : Cash / Cheque

Received By :

Date :

Approved By :

Date :

REFUND

Deposit Amount :

Deposit Deduction :

Deposit (Refundable) :

Refunded By :

Date :

Approved By :

Date :

Applicant Signature :

NRIC/Passport No. :

Date :

POST FUNCTION CHECKLIST

	<u>SATISFACTORY</u> (✓)	<u>STATUS</u> <u>UNSATISFACTORY</u> (x)
1. Function Area Cleanliness
2. No Rubbish or leftover Food
3. Wash basin clean
4. Damage to Common Fitting/Fixtures
5. Others
6. Charges Instruction (If any)
<div style="display: flex; justify-content: space-between;"> Checked By (M&E): Time Checked: </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Name: Date: </div>		

NOTES: Photographs attached for any unsatisfactory conditions or defective items. (if any)