

ARDMORE PARK

Reservation of Entertainment Room

Owner/Resident

Name: _____
No. & Unit : _____
Contact No : (H) _____ (O) _____
(Pg) _____ (Hp) _____

I wish to reserve the use of the Entertainment Room on (Date) _____ * (Session 1: 9.00am to 3.00 pm/
2: 4.00 pm to 10.00 pm), for an event of _____ persons. Type of Event: _____

* Delete where applicable

Terms and Conditions of Reservations

I shall undertake and agree to observe and be subject to the following Rules and Regulations:

1. A deposit of \$200.00 is required when making a booking. The cheque shall be made in favor of "The Management Corporation Strata Title Plan No. 2645". The deposit paid shall be refunded free of interest upon compliance with the Rules and Regulations in respect of the Entertainment Room and its facilities to the satisfaction of the Management. All costs incurred in cleaning the area or to rectify any damage done shall be borne by the Owners/Residents concerned on an indemnity basis.
2. End the function by the stipulated time;
3. The number of guests is limited to 20 persons. An invitee list must be given to Management in order to facilitate security control and the invitees' entry to Ardmore Park;
4. Ensure that my guests and invitees who come in vehicles, park their vehicles at designated lots as directed by the Security Officer;
5. Ensure that my guests or invitees do not behave in a manner likely to interfere with the peaceful enjoyment of other residents;
6. Be responsible for the cleanliness of the facility and its surroundings. All waste or other refuse must be disposed into water tight plastic bags and deposited into litter bins provided. To remove all decorations, bulk refuses at my own costs;
7. Ensure that the entertainment room will not be used for commercial, religious, political, company gatherings or other illegal activities;

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8. Smoking, pets and cooking of food in the premises are strictly prohibited;
9. Reinstatement and/or reimburse the Management in full, expenses incurred in respect of all cleaning or repair/reinstatement cost for damages, if any to its furniture, fixtures, fitting and finishing;
10. Indemnify the Management and keep it fully indemnified against any damage, expense, liability, loss claim or proceedings whatsoever in respect of personal injury or death of any person or injury or damage of any kind to any property or personal arising out of the use of the facilities whether by myself, my guests or my invitees.

Applicant's Signature

Date

For Official Use

Deposit Cash/Cheque No: _____ Amount: _____ Date: _____

Receipt No: _____ Issued by: _____

Refund of Deposit

Receipt/Cheque No: _____

Name of Receipt: _____

Signature

Date