

## RESERVATION OF ENTERTAINMENT ROOM

### Application

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Applicant : \_\_\_\_\_  
Block & Unit : \_\_\_\_\_  
Contact : \_\_\_\_\_ (Hp) \_\_\_\_\_ (H) \_\_\_\_\_ (O)  
Date : \_\_\_\_\_ Time of use : ( ) From 9am to 3pm  
( ) From 4pm to 10pm  
Purpose : \_\_\_\_\_ No of guests : \_\_\_\_\_

### 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 registration form and cheque must be submitted to the management office within 72 hours from the date and time of booking, failing which the room will be made open for booking again.** 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;
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.

11. All furniture, tables, chairs, equipments, and appliances are not to be shifted/moved out from their room.

By filling up and submitting this form, I consent to the collection of my personal data and its use by the MCST and its agents for the purpose of this application. The MCST is entitled to retain the information for audit purposes.

\_\_\_\_\_  
Signature of Owners/Residents

\_\_\_\_\_  
Date

**For Official Use**

Deposit Cash/Cheque No. \_\_\_\_\_ Amount : \_\_\_\_\_ Date : \_\_\_\_\_

Receipt No. : \_\_\_\_\_ Issued by : \_\_\_\_\_

**Refund of Deposit**

Receipt/Cheque No. \_\_\_\_\_

Name of Recipient : \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date