

NIGHT BOOKING FOR TENNIS COURT – (7pm to 10pm)

Name	: _____	NRIC/Passport No	: _____
Unit No	: _____	(E-mail)	: _____
Contact No	: (O) _____	(H) _____	(HP) _____

BOOKING DETAILS:

Tennis Court No.: _____ Date of Use : _____

No. of Guests : _____ Session : _____ 1 / 2 / 3
(Max. 4)

The applicant hereby agrees to abide by the following conditions imposed by the Management Office:

1. Permitted hours for usage of tennis court:
Monday – Sunday : Session 1 : 7:00pm – 8:00pm / Session 2 : 8:00pm – 9:00pm / Session 3 : 9:00pm – 10:00pm
2. Only up to 1-week advance booking is allowed.
3. The booking fee is \$5/- per session. Payment can be made over the counter or deposit a crossed cheque into the Management Office letterbox. No cash is to be deposited. Cheque is to be made payable to “MCST Plan No: 3306”. The fees are non-refundable, however, the residents may reschedule without making additional payment.
4. Bookings can be made over the counter or by telephone during the office hours.
5. Telephone booking must be confirmed by faxing in the completed application form on the same day, and payment must be made by 10.00am the next working day.
6. The maximum no. of guests allowed per session is 4 only.
7. Please bring along Resident Card at the time of use and when making a booking.
10. The resident host shall ensure that there should not be excessive noise or nuisance caused to other residents.
11. Setting up of tents, camping overnight or live performances is not permitted. Portable radios and cassette/ compact disc players are not permitted at the tennis court area. The Management Office reserves the right to request the removal of any such equipment that they deem fit.
12. Inspection of the facility shall be carried out by the Management Office / security personnel to determine whether there has been any damage caused to the common property. All costs incurred in rectifying any damage are to be borne by the resident concerned.
14. The Management Office will not be held responsible for any injury, damage or loss of life, limb or property sustained by residents and their guests, howsoever caused when using the facility.
15. To make payment on any extended game on the next working day at Management Office during office hours.
16. The Management Office will bar any further booking till payment has been made.

Name of Applicant _____	Signature _____	Date _____
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FOR OFFICIAL USE ONLY

Booking Fee : _____	Receipt Issued : _____
Cheque No. : _____	Approved / Issued By : _____
Date : _____	

FOR OFFICIAL USE ONLY

Inspection by Security Guards

The furniture has been put back to its original position: Yes / No

Damage has been spotted : Yes / No

If yes, please specify : _____

Inspected by : _____

Acknowledged by : _____

Inspection by Cleaners

The furniture has been put back to its original position: Yes / No

Damage has been spotted : Yes / No

If yes, please specify : _____

Inspected by : _____

Acknowledged by : _____