

## RESERVATION OF FUNCTION ROOM

### Application

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

### Terms and Conditions of Reservations

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

#### *Booking of Function Room(s)*

1. A deposit of \$200.00 is required when making a booking. The cheque shall be made infavor 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 Function 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.

#### *Usage of Function Room(s)*

2. Ensure that the function will not be used for commercial, religious, political, company gatherings or other illegal activities.
3. End the function by the stipulated time
4. Ensure that guests and invitees who come in their own transportation are to park their vehicles at the Visitor's lots in Basement 2 or as directed by the Security Officer
5. Ensure that 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 the water tight plastic bags and deposed into litter bins provided. To remove all decorations, bulk refuse at my own costs
7. No live band or disco is permitted. Portable radios and sound systems are permitted at the function room areas provided there are no complains from other users and residents.
8. No Smoking and pets are allowed in the premises.

9. The number of guests is limited to 50 persons. If the number of guests exceed 20, a guest list is to be given to the Management Office to facilitate security control and guests' easy entry into Ardmore Park

*Usage of Pantry Area in North Function Room (for resident using the north function room)*

10. Ensure that no equipment in the kitchen is to be removed from their original positions.
11. Ensure that only light cooking is carried out in the kitchen. Heavy cooking or any cooking methods involving open fires are strictly prohibited.
12. Ensure the proper disposal of left over food and cleaning of the kitchen is completed before closing time
13. Ensure that children under the age of 12 are accompanied by an adult when using the premises

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