



BOOKING FOR FUNCTION (SPICE) ROOM

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

BOOKING DETAILS:

Function Room _____ Date of Use : _____

No. of Guests : _____ Session : _____ 1 / 2
(Max. 15)

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

1. Permitted hours for usage of function room:
Monday – Sunday : Session 1 : 12.00pm – 5pm / Session 2 : 6.00pm – 10.00pm
2. Booking and usage of function (spice) room is limited to only 1 session per unit per month.
3. Only up to 1-month advance booking is allowed.
4. The **booking fee is \$50/- 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 except for cancellations made at least 1 week (including the date booked) in advance. In this case, if residents wish to reschedule, the booking must be made 1 week in advance and subject to availability. If proper cancellations have been made, residents may reschedule without making additional payment.
5. The **deposit fee is \$50 per session** is to be paid prior to booking of the facility. The deposit will be refunded upon completion of inspection after the use of the Spice Room on the condition that there is no damage and that the facility is clean.
6. Deposits will be forfeited if facility is unclean or if there are damages inclusive of damages to surrounding landscaping, appliances and/or furniture or unclean. The Management reserves its rights to recover cost from the resident for reinstating the facility to the original condition if the cost of damage exceeds the deposit fee.
7. Bookings can be made over the counter or by telephone during the office hours.
8. 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.
9. The maximum no. of guests allowed per session is 15 only.
10. Residents are advised to submit a guest list (names & vehicle numbers) to the Management Office in advance to facilitate security control and guests' easy access into the premises.
11. 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. The resident host shall be responsible for the cleanliness and tidiness of the facility. All unwanted food, litter, etc. should be properly disposed of into the trash bins provided.
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.
13. 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.
14. Residents are advised to take the necessary precautions when using the kitchen appliances and are reminded to switch off the gas at the stove when it is not in use.

Name of Applicant Signature Date

FOR OFFICIAL USE ONLY

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

FOR OFFICIAL USE ONLY

Refunded of Deposit Amount : _____ Cheque No. / Bank : _____
Collected by : _____ Issued By : _____
Name / Signature
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 : _____