



HUME PARK 2

The Management Corporation Strat a Title Plan No.
2213
31 Hume Avenue #01-01
Hume Park 2
Singapore 598733
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APPLICATION FORM FOR USE OF FUNCTION ROOM

RESIDENTS ARE RESPONSIBLE FOR THE BEHAVIOUR OF THEIR GUESTS AND THEIR COMPLIANCE OF THE HOUSE RULES.

Function Room Hours:

Session I 10.00AM to 3.30PM
Session II 4.30PM to 10.00PM

1. Bookings

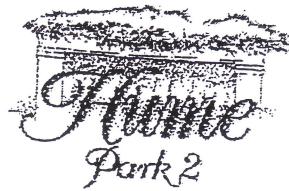
- (a) Only Residents with valid Resident Cards are permitted to book the Function Room.
- (b) Bookings can be made up to 4 weeks in advance. All reservations will be on a first-come-first-served basis.
- (c) A cheque deposit of S\$100.00 is payable 3 days in advance of the actual date of booking. It shall be made payable to "The Management Corporation S T Plan No 2213". The deposit will only be refunded upon satisfaction by the Management that all rules and regulations have been complied with and all rubbish removed after use. Residents may collect the deposit from the Management Office 3 working days after the function.
- (d) Cancellation of bookings shall be made at least three [3] days before the date booked.
- (e) To discourage frivolous bookings, residents who fail to turn up after two [2] bookings and without making proper cancellation will be barred from booking the Function Room for the next three [3] months.
- (f) Bookings are not transferable.
- (g) Each Housing Unit is entitled to book one [1] session per month.
- (h) After the Housing Unit's entitlement has been used up for the month, bookings of additional sessions are permitted subject to availability within two [2] days from the booking date.
- (i) Inspection of the facility shall be carried out by the Security to determine whether there has been compliance with these Rules and Regulations. All costs incurred in cleaning the area and rectifying any damage shall be borne by the Resident concerned.

2. General

- (i) The Residents who made the reservation will be held responsible for the cleanliness of the facility and its surroundings. All waste or other refuse must be disposed into watertight plastic bags and deposited into litter bins provided. Bulk refuse must be removed out of the estate by the residents concerned, and at their own cost.
- (ii) The number of guests are limited to twenty [20] persons.
- (iii) The Management will not be held responsible for any injuries, damages or loss of life, limb or property sustained by Residents and their Guests, howsoever caused when using the recreational facilities.
- (iv) All bookings must be made through the Management Office when available.



- (v) The Function Room can be used only for functions such as social gatherings, birthday parties, any condominium matters or any social functions approved by the Management. It shall not be used for personal, commercial, religious, political, corporate gathering, illegal activities, individuals playing instrument, company retreats, tuitions, demo or seminars, business meeting. The approval for the usages will be at the discretion of the Management.
- (vi) No live band or mobile disco is allowed. Only portable components approved by the Management may be used. The applicant must ensure that the volume shall be maintained at a reasonable level.
- (vii) Decoration may be allowed but care must be exercised not to damage the walls and ceilings boards. All decoration must be removed after the function.
- (viii) No cooking is allowed and washing is to be done only at the designated area.
- (ix) All chairs, tables, equipment, furniture or decorations brought into the Function Room for the approved function are to be removed on the same day. The tables and chairs around the swimming pool are not to be used for private functions.
- (x) Smoking is strictly prohibited in the Function Room.
- (xi) **The Management or its Representatives shall have the full right to stop the activities in the Function Room if any of the above conditions are breached.**



APPLICATION FORM FOR USE OF FUNCTION ROOM

Part One (To be completed by Resident)

I/ We wish to apply for use of the Function Room on _____ (date) *

(Session 1 – 10.00am to 3.30pm / Session 2 – 4.30pm to 10.00pm) for a function of _____
(max. 20) person(s) for _____ purpose. I/We hereby place way of

Cash (Receipt No): _____ / Cheque No: _____ made payable to 'MCST 2213'.

I/We have read and fully understand and agree to abide by the rules and regulations on the use of facilities. Deposit shall be refunded when the Function Room has been returned in good condition, without damage to any part of it and the area is free of litter.

Name of Resident: _____ of Block _____ Unit No # _____

Contact No: _____ Signature: _____ Date: _____

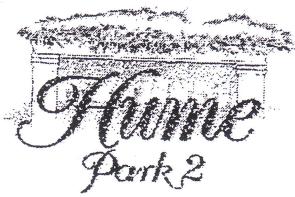
Part Two (To be completed by Management)

Received Deposit Cash (Receipt No): _____ / Cheque No: _____ \$ _____

Name: _____ Signature: _____ Date: _____

Application handed to security officer: Name: _____ on: _____

Security signature: _____



Part Three (Deduction of Deposit, if any)

Deposit held by Management	\$
Less: Cost of damaged common property	(if any)
1. 39 Chairs	@ \$
2. Air-Conditioner	@ \$
3. Carpet Flooring	@ \$
4. 6 Tables	@ \$
5. Mirrors	@ \$
6. Lightings	@ \$
7. Others	@ \$

Checked by Security Date Balance Refundable \$

Function Room has been returned in good condition, without damage to any part of it and the area is free of litter.

Checked by Security _____ Signature _____ Date _____

Part Four (Refund of Deposit)

I/We acknowledge receipt of Cheque No: _____ for \$ _____

I/We acknowledge receipt of the refund of \$ _____ in cash / cheque no. _____ and have accepted the cost on the damaged items imposed by the Management.

Name of Resident _____ Signature _____ Date _____