

MANAGEMENT CORPORATION STRATA TITLE PLAN

NO. 3114 RIS GRANDUER

GST No: M9-0232212-R

APPLICATION FOR THE USE OF MULTI-PURPOSE & KARAOKE ROOM

Name Of Applicant : _____ (Owner / Tenant)

Blk _____ Unit No. _____ Contact No. _____ (H) _____ (Hp) _____ (Fax)

Email : _____

Date of Use : _____ * (Mon / Tue / Wed / Thurs / Fri / Sat / Sun)

Session : [] S1: 10AM – 4PM [] S2: 5PM – 11PM

* I / We wish to hold a buffet function/party in the above facility on the above date and pay the deposit and the respective charges/fee as stated below.

Charges (Cheque to be made payable to MCST 3114) :

Non-Refundable Booking Fee : \$30.00

Refundable Deposit Payable : \$100.00

DECLARATION

I/We confirm that I/We have read and understand the Rules and Regulations for the use of the Multi-Purpose & Karaoke Room. I/we agreed to abide by the Rules and Regulations and I am responsible for the behaviour of my guests. I also understand that I must submit my guests' list one day before the session. By signing this application form, I/We expressly give consent to the management collecting, using & disclosing personal data provided in the form for the purposes of estate management and future communication related to this estate.

Signature

Date

FOR OFFICIAL USE

Booking Fee of \$30/- Cash : S\$ _____ (Receipts No.: _____)

Cheque No: _____

Deposit of \$100/- Cash : S\$ _____ (Receipts No.: _____)

Cheque No: _____

Received By: _____ Date: _____

Refund Amount: _____ Refunded By: _____ Date: _____

**Delete where appropriate*

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RULES & REGULATIONS FOR THE USE OF MULTI-PURPOSE & KARAOKE ROOM

1. The Multi-Purpose Room and Karaoke Room is opened for daily booking for the following two sessions:
1st session - 10:00 am to 4:00 pm
2nd session - 5:00 pm to 11:00 pm
2. **One unit is only allowed one booking/ per session per month.**
3. A **security refundable deposit of S\$100.00 per booking per session** and a non-refundable fee of **S\$30.00 per booking per session** (incl GST) is chargeable. The deposit is refunded on condition that the place is left cleaned and no damages caused onto the common property.
4. Advance bookings can only be made by a Resident up to a maximum of thirty (30) days in-advance. All reservations will be on a first – come – first serve basis and all bookings are not transferable. **Only walk-in booking will be entertained.** Phone bookings are not accepted.
5. Booking hours are as follows:

Monday – Friday	8.30 am - 5.30 pm	Management Office
	5.30 pm - 10.00 pm	Guardhouse
Saturday	8.30 am - 12.30 pm	Management Office
	12.30 pm - 10.00 pm	Guardhouse
Sunday & Public Holidays	8.30 am - 10.00 pm	Guardhouse
6. Maximum of thirty (30) days in-advance booking of facilities can be done at the Guardhouse, only between the time from **9:00 pm to 10:00 pm**.
Eg. For facilities on 1 May, booking can be done only on 1 April between 9:00pm to 10:00pm.
7. Application Form for the Use of Multi-Purpose Room and Karaoke Room is available at the Management Office.
8. **The maximum number of guests is 40 for Multi-Purpose Room and Karaoke Room.**
9. The room can be used only for functions it is intended for, such as meeting, birthday parties or any social activities to be approved by the Management. Meeting involving political and commercial activities will not be allowed. Gambling activities and religious rituals are strictly prohibited.
10. The room shall be used for the specific purpose stated in the application form. The applicant shall ensure that the room is used only within the permitted time.
11. The applicant must ensure that the noise shall be maintained at a reasonable level and not to interfere with the quiet enjoyment of other Residents.
12. Decoration may be allowed (subject to prior approval by the Management) but care must be exercised not to damage the walls and ceiling boards. All decorations must be duly removed after the function.
13. No cooking is allowed. Washing of cups, plates and other utensils are to be done only in designated area.
14. The applicant shall maintain the general cleanliness of the room and area around the room. All waste or other refuse must be disposed into the bins provided in the common area. Bulk refuse must be removed by the applicants at their own cost.
15. All chairs, tables, equipment, furniture or decorations brought into the Multi-Purpose Room for the approved functions are to be removed on the same day or one day after.
16. Bookings of the room should be made at the Management Office. All reservations will be on a first – come – first – serve basis.
17. All reservations are not transferable.
18. The Management reserves the right to forfeit or deduct part of the security deposit if any of the rules stated herein is violated.
19. The Management will not be held responsible for any mishap, injury, loss, sustained by residents and their guests, howsoever caused, during the use of the Facilities.

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GUEST LIST FOR MULTI-PURPOSE & KARAOKE ROOM

NAME OF HOST:TOWER: UNIT:

CONTACTNO.: BOOKING DATE & TIME:

S/N	GUEST'S NAME	VEHICLE NO.
1		
2		
3		
4		
5		
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NAME OF HOST:TOWER: UNIT:

CONTACTNO.: BOOKING DATE & TIME:

S/N	GUEST'S NAME	VEHICLE NO.
21		
22		
23		
24		
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