

BOOKING GARDEN TERRACE @ 5th STOREY & CONFERENCE ROOM @ 1st STOREY

Name: _____

Unit No: # _____

Date of Application: _____

Tick Where Applicable

√	S/No.	Date Of Booking	Time Slots
	1)		1 st Slot: From 12.00 pm to 4.00 pm
	2)		2 nd Slot: From 5.00 pm to 9.00 pm

Terms and Condition

1. Booking fee is **\$100.00/time slot (Excl of GST)**. There will also be a **\$500.00 security deposit refundable** on the next working day. **The Management shall be entitled to recover from (SP) subsidiary proprietors and /or occupier any sum due to the Management for the removal of any refuse left behind or for the repair of any damage caused to the common properties from the deposit.** The Management shall refund the balance of security deposit to the subsidiary proprietors and/or occupier concerned free of interest if the Management is satisfied that all the repairs/replacement works are completed. If the security deposit are not sufficient to offset the total cost to be deducted by the Management, the difference shall be paid by the subsidiary proprietors and/or occupiers concerned within (7) seven days of the Management's written notification failing interest at rate of 10% per annum, calculated on daily basis, shall be levied until full payment is received by the Management. **All payment and deposit must be made via cheques made payable to MCST 4136.**
2. **Only catered buffets are allowed. Barbecues are strictly prohibited.**
3. **Advance booking can be made up to 1 month before the date of the function.**
4. **The Subsidiary Proprietors and/or occupiers are responsible to make sure that any refuse left behind must be firmly secured in trash bags and brought to the bin centre for disposal.**
5. The Subsidiary Proprietors and/or occupiers are responsible for the behaviour of the invited guest(s) and shall make sure that they do not loiter around the corridors unnecessarily.
6. The Subsidiary Proprietors and/or occupiers shall ensure that any noise resulting from the function must not interfere with the peaceful enjoyment of the subsidiary proprietor or occupier of another lot of any person lawfully using the common property.
7. The Management reserved the right to amend the Terms and Conditions as and when it deems fit without need of prior notification.

We, _____, of Unit no.: _____, hereby undertakes that we understand the Terms and Conditions listed above and will comply with them.

Name/Signature & Date

Company Stamp (if applicable)

For Official Use

Cheque No.: _____

Receipt No.: _____

Approved By

Name/Signature

Date

REFUND
OF BOOKING GARDEN TERRACE @ 5th STOREY & CONFERENCE ROOM
DEPOSIT

Date: _____

I / We wish to inform the Management that I / We have completed the cleanliness at the Garden Terrace @ 5th Storey or Conference Room @ 1st Storey and we would like to claim the refund of **S\$ 500.00**

(Cheque No.: _____ Bank: _____) being booking for garden terrace @ 5th Storey or conference room @ 1st storey deposit placed with your office.

We acknowledged that we have cleared and cleaned the Garden Terrace,

- a) Cleaned the Garden Terrace or Conference Room [] Yes [] No
- b) Cleared rubbish and disposed at Bin Centre [] Yes [] No
- c) Stacked and keep neatly table and chair IF there is any. [] Yes [] No
- d) Damages to common property or Conference Room Furniture's/Equipments [] Yes [] No

IF yes, please describes:

FOR MANAGEMENT USE ONLY

Total penalty imposed in accordance to the AZ@Paya Lebar, House Rules is S\$ _____.

The Booking Garden Terrace @ 5th Storey or Conference Room @ 1st Storey
 Deposit refund of **\$500.00** is

[] Approved [] Not Approved

 Name & Signature

 Date