



MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 3300

BOOKING OF FUNCTION ROOM

SECTION I : TO BE COMPLETED BY APPLICANT

Name: _____ (Owner / Tenant)*

Unit No.: _____ Contact: _____ (H) _____ (HP)

Purpose of event : _____ No. of guest : _____ pax

Date of event : _____ Session : () 0900hrs to 15000hrs () 1600hrs to 2200hrs

Rates : Usage \$20.00 per session (Cheque made payable to "MCST Plan No. 3300")

Refundable Deposit \$100.00 per session (Cheque made payable to "MCST Plan No. 3300")

I declare that all particulars given by me are true and correct. I have read and agreed to abide by rules & regulation stated in the Resident's Handbook of Mera East.

By signing this application form I 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.

Applicant's Signature: _____ Date: _____

SECTION II : FOR OFFICIAL USE

Fee Received : \$20.00 per session (Cheque No. _____ / Receipt No. _____)

Deposit Received : \$100.00 per session (Cheque No. _____)

Received by : _____ Date _____

* Delete whichever applicable



CONFIRMATION OF BOOKING

The Management has given permission to unit no. _____ to use the function on

_____ Session : () 0900hrs to 15000hrs () 1600hrs to 2200hrs

Name of applicant : _____

Certified By : _____ Stamp of Management :

Name / Date :



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- EXTRACTS FROM RESIDENT'S HANDBOOK -

4.3 FUNCTION ROOM

Day Session: 0900hrs to 1500hrs (daily)
Evening Session: 1600hrs to 2200hrs (daily)

- a. All bookings must be made through the Management Office. Booking shall be on a first-come first-served basis and shall be made on a prescribed form which may be obtained at the Management Office.
- b. Bookings will be confirmed only upon payment of an administration fee of S\$20.00 for every session and a refundable deposit of S\$100.00, to the Management Office at the point of booking. Payment for the deposit and fee is to be made separately in the form of cash or cheque, which should be crossed and made payable to "**MCST Plan No. 3300**". Post-dated cheque is not acceptable.
- c. Resident is required to present their resident access card for verification when booking.
- d. Bookings may be made up to 4 weeks in advance.
- e. All bookings are not transferable.
- f. Each unit is entitled to book 1 session per calendar month subject to availability of the function room.
- g. The deposit will only be refunded upon satisfaction by the Management that all rules and regulations have been complied with and all unwanted materials removed after use.
- h. The cost of cleaning and additional charges, if any, shall be deducted from the deposit and the balance shall be refunded free of interest to the Resident who made the reservation. However, in the event that the cost of cleaning or repair to damages exceed the deposited amount, the Resident will be liable to pay the difference.
- i. To discourage frivolous bookings, resident who fail to turn up after booking, without proper cancellation will be barred from booking for 3 months.
- j. The Function Room can be used only for functions such as social get-together, birthday parties etc. or estate matters or any social functions approved by the Management. It shall not be used for commercial, religious, political, corporate gathering or illegal activities.
- k. No live band or mobile disco is allowed. Only portable components approved by the Management can be used. The applicant must ensure that the volume shall be maintained at a reasonable level. The Management reserves the right to authorize the removal of any of these equipment should it deem fit.
- l. 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.
- m. No cooking is allowed and washing is to be done only in designated area.
- n. The applicant shall maintain the general cleanliness of the Function Room and shall not litter in or around the room. All waste or other refuse must be disposed of into watertight plastic bags and deposited into litter bins provided. Bulk refuse must be removed out of the estate by the residents concerned at their own cost.
- o. 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.



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SECTION III : CERTIFICATION OF CHECKING

		Before Event **	After Event **
1	Flooring		
2	Ceiling		
3	3 nos Round Table		
4	12 nos Chairs		
5	Aircon		
6	Lighting / Switches		
7	Wall / Cabinet		
8	Glass Door / Lock		
9	Glass Panels		
10	Cleanliness		
11	Others		
	Certification by Guard	Signature : Name : Time :	Signature : Name Time :
	Certification by Applicant	Signature : Name : Time :	Signature : Name : Time :

** No Damaged

SECTION IV : ACKNOWLEDGE RECEIPT OF DEPOSIT REFUNDED

I / We * _____ confirmed receipt the refund of the above application (cheque no. _____ amount \$100.00) on _____.

Signature : _____

* Delete whichever applicable