



MARINA BAY RESIDENCES
MANAGEMENT OFFICE
18 Marina Boulevard #07-01
Singapore 018980
Tel: 6603 6000 Fax: 6603 6010

APPLICATION FOR BOOKING OF FUNCTION ROOM

APPLICATION RECEIVED ON:

DATE: _____ TIME: _____

Particulars of Owner / Resident

Name : _____ Owner / Tenant *

Unit No. : # _____ Contact No. : _____

Details of Booking

We herein submit our booking for the use of the Function Room as detailed below:

Date of Booking : _____

Session : ☐ Day 10:30 a.m. to 3:30 p.m.
(please tick in the appropriate box ☐ ☐ Evening 5.00 p.m. to 10.00 p.m.

Function Room : ☐ 7th Storey - Room #01 (Facing Swimming Pool)
(please tick in the appropriate box ☐ ☐ 27th Storey - Room #02 (Facing Bay View)
☐ 27th Storey - Room #03 (Facing Sea View)

Purpose of Booking : _____

Fee Payable : Refundable Deposit - \$200.00

(All payments by Cheque should be crossed and made payable to "The MCST Plan No.3593")

Acknowledgement

We herein confirm that we have read and will fully abide by the by-laws governing the Function Room, which is reproduced overleaf, and we will be fully liable and will indemnify the Management for any damages that may arise or for the breach of any such rules & regulations.

Signature of Owner / Resident

Date

For Official Use

Security Deposit Deposit Received : \$ _____
Cash / Cheque No. : _____

Date : _____
Received By : _____
Receipt No. : _____

Deductions/Penalties

S/No.	Description	Amount (w/GST)
		\$
		\$
		\$
	Total	\$

(for cash deposit only; please attach cheque image for cheque deposit)

Refund

Deposit Amount \$ _____
Deductions \$ _____
Amount to Refund \$ _____

Acknowledgement of Deposit Refund

Deposit Refunded : \$ _____ Cash / Cheque No. : _____
Name of Recipient : _____ NRIC / Passport No. : _____

Signature of Recipient

Date

BY-LAWS

Function Rooms, Recreational & Communal Facilities

Opening times:

Mondays – Sundays : 10.30am – 3.30pm (day session)
: 5.00pm – 10.00pm (evening session)

1. Bookings can be made up to one (1) month in advance and are limited to a maximum of one (1) session per unit per calendar month.
2. All bookings must be made through the Condominium Web Portal or in person at the Management Office on a first-come-first-served basis during office hours. Booking is subject to availability and will only be confirmed upon submission of the prescribed form with a refundable deposit of \$200.00 by cheque made payable to "The MCST Plan No. 3593" within three (3) days of booking or before the date of the event during office hours, whichever is earlier.

The deposit will be refunded, free of interest, after the event if the premise used is handed over in a clean and satisfactory condition as determined by the Management. Cost of repairs and additional charges, if any, would be deducted from the deposit and the balance would be refunded, free of interest, to the Resident. However, if the cost of repairs and additional charges exceed the amount deposited, the Resident will have to pay the difference.

3. To discourage frivolous bookings, Residents who fail to turn up after booking, without making proper cancellation, will be barred from booking the facility for one (1) month. Cancellation of bookings must be made at least seven (7) days before the date booked, otherwise the deposit will be forfeited.
4. Bookings are non-transferable.
5. Only non-marking tapes are allowed to be used to put up decorations. The Resident must remove all decorations immediately after the session and shall bear the cost of repair if any tape marks, nail marks, etc is found.
6. The above facility should not be used for commercial, political, religious, company gatherings or illegal activities.
7. Live bands or mobile discos are not permitted.
8. Smoking is strictly prohibited.
9. Residents should ensure that leftover food is disposed properly and all unconsumed food is removed after use from the function room.
10. The number of guests is limited to not more than the stated figures for the respective function rooms below:
7th storey – Number of guests: fifty-five (55)
27th storey – Number of guests: thirty (30) per room
11. The Management reserves the right to forfeit the deposit in the event of a breach or contravention of any by-laws by the Residents or their guest.
12. The Management reserves the right to use the function rooms for official matters.
13. Residents and guests must be appropriately attired when using the facilities.
14. All guests must be accompanied by a Resident host when using the facilities and all by-laws must be observed by both parties.
15. Children under the age of twelve (12) must be accompanied by an adult who shall be responsible for their safety and behaviour.
16. Noise levels should be kept to the minimum while using or in the vicinity of the recreational & communal facilities.
17. Football, roller-skating, roller-blading and skateboarding are not allowed on the landscaped deck, lobbies and common corridors.
18. All recreational & communal facilities should be kept clean and tidy during and after usage.
19. The Management reserves the right to close, limit or restrict access to the recreational or communal facilities for maintenance or for any other reasons including selected occasions or festivities as it deems necessary.
20. The Management will not be responsible for any loss or damage to any personal property, injury, or death arising from the use of these facilities.
21. Pets are not allowed in the facilities.
22. Only Residents may book or use the facilities.
23. When requested, Residents shall produce proof of residency without demand when making reservation, claiming keys to the facilities or using the facilities.
24. Residents shall be responsible for the conduct and behavior of their guests and for any damage caused by themselves or their guests when using the facilities. Any damage found prior to the usage of the facilities should be reported immediately to the security personnel at the guardhouse.
25. The Management reserves the right to refuse admittance to the facilities, should any person fail to comply with any of the by-laws.
26. The Management reserves the right to change the operating hours of the facilities as it deems necessary.

PERSONAL DATA PROTECTION ACT (NO.26 OF 2012)

I / We have read, consent and agree to the collection, use and disclosure of my / our personal data for the purpose listed and in accordance with the terms as set out in the attached policy.

If I / We have provided personal data of individuals other than myself / ourselves in this Form, I / we also confirmed that I / we have sought the requisite consent from these individuals to the collection, use and disclosure of their personal data. In particular, I / we confirm that I / we have informed these individuals of the purpose of collection, use and disclosure of their personal data.