



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

APPLICATION FOR BOOKING OF KTV 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 KTV Room as detailed below:

Date of Booking : _____

Session : ☐ Session 1 10:30 a.m. to 2:00 p.m.
(please tick in the ☐ Session 2 2:30 p.m. to 6:00 p.m.
appropriate box ☐ Session 3 6.30 p.m. to 10.00 p.m.

KTV Room : ☐ KTV Room #01
(please tick in the ☐ KTV Room #02
appropriate box ☐

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 KTV 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

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

KTV Room, Recreational & Communal Facilities

Opening times:

| | | |
|-------------------|---|--------------------------------|
| Mondays – Sundays | : | 10.30 am – 3.30 pm (Session 1) |
| | : | 2.30 pm – 6.00 pm (Session 2) |
| | : | 6.30 pm – 10.00 pm (Session 3) |

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 exceeded 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. Smoking is strictly prohibited.
6. The number of guests is limited to not more than three (3).
7. Care must be exercise on the proper handling and use of the equipment.
8. Residents and guests must be appropriately attire when using the facilities.
9. All guests must be accompanied by a Resident host when using the facilities and all by-laws must be observed by both parties.
10. Children under the age of twelve (12) must be accompanied by an adult who shall be responsible for the safety and behaviour.
11. Noise levels should be kept to the minimum while using or in the vicinity of the recreational & communal facilities.
12. Football, roller-skating, roller-blading and skateboarding are not allowed on the landscaped deck, lobbies and common corridors.
13. All recreational & communal facilities should be kept clean and tidy during and after usage.
14. 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.
15. 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.
16. Pets are not allowed in the facilities.
17. Only Residents may book or use the facilities.
18. When requested, Residents shall produce proof of residency without demand when making reservation, claiming keys to the facilities or using the facilities.
19. 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.
20. The Management reserves the right to refuse admittance to the facilities, should any person fail to comply with any of the by-laws.
21. 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.