



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

**APPLICATION FOR
 BOOKING OF CHILL-OUT PODS**
 (Formerly known as 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 Chill-Out Pods 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.

Chill-Out Pods : Room #01
 (please tick in the 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 Management Corporation Strata Title Plan No.3593 ")

Acknowledgement

We herein confirm that we have read and will fully abide by the By-Laws governing the Chill-Out Pod, 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 : _____
 PayNow / Cheque No. : _____ Receipt No. : _____

Deductions/Penalties

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

(please attach cheque image for cheque deposit)
Refund
 Deposit Amount \$ _____
 Deductions \$ _____
 Amount to Refund \$ _____

Acknowledgement of Deposit Refund

Deposit Refunded : \$ _____ Cheque No. : _____
 Name of Recipient : _____

 Signature of Recipient

 Date

BY-LAWS

CHILL-OUT PODS (Formerly known as KTV ROOM)

CHILL-OUT PODS are located at the 47th storey.

Opening times:

Mondays – Sundays : 10.30 am - 2.00 pm (Session1)
: 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 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. Smoking is strictly prohibited.
6. The number of guests is limited to not more than three (3)
7. Care must be exercised on the proper handling of the equipment.
8. Residents should ensure timely handing over the CHILL-OUT PODS ROOM at the end of the booking session and that leftover food is disposed properly and all unconsumed food is removed after use from the KTV Room.
9. 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.
10. Residents and guests must be appropriately attired when using the facilities.
11. All guests must be accompanied by a Resident host when using the facilities and all bylaws must be observed by both parties.
12. Children under the age of twelve (12) must be accompanied by an adult who shall be responsible for their safety behaviour
13. Noise levels should be kept to the minimum while using or in the vicinity of the recreational & communal facilities.
14. Football, roller-skating, roller-blading and skateboarding are not allowed on the landscaped deck, lobbies and common corridors.
15. All recreational & communal facilities should be kept clean and tidy during and after usage.
16. 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.
17. 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.
18. Pets are not allowed in the facilities
19. Only Residents may book or use the facilities.
20. When requested, Residents shall produce proof of residency without demand when making reservation, claiming keys to the facilities or using the facilities.
21. Residents shall be responsible for the conduct and behavior of their guests.

22. Residents shall be fully liable and shall indemnify the Management for any damage caused by themselves or their guests when using the facilities. Any damage found prior to the usage of the facilities must be reported immediately to the security personnel at the guardhouse before commencing the use of the facilities.
23. In the event of any severe abuse or damage of the recreational or communal facilities by the Residents or their guest in line with the booking and use of the facilities, the Management reserves the right to bar the Residents from booking the facilities for three (3) months
24. No smoking is allowed within the recreational & communal facilities at all times.
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.