



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

**APPLICATION FOR
 BOOKING OF WINE LOUNGE
 (Formerly known as WINE ROOM)**

APPLICATION RECEIVED ON:
 DATE: _____ TIME: _____

Particulars of Owner / Resident

Company : _____ (If Applicable)
 Name : _____ Owner / Tenant *
 Unit No. : # _____
 Contact Nos. : _____ (Residence) ; _____ (Handphone)

Details of Booking

We herein submit our booking for the use of the WINE ROOM as detailed below:

Date of Booking : _____
 Session : Day 10:30 a.m. to 3:30 p.m.
 (please tick in the Evening 5.00 p.m. to 10.00 p.m.
 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 Wine 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 : \$ _____ Date : _____
 Paynow / Cheque Received By : _____
 No. : _____ Receipt No. : _____
 (please attach cheque image for cheque deposit)

Deductions/Penalties

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

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

Acknowledgement of Deposit Refund

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

 Signature of Recipient

 Date

BY-LAWS

WINE LOUNGE (Formerly known as WINE ROOM)

The WINE LOUNGE is located at the 47th storey.

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.
3. 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.
4. 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.
5. Bookings are non-transferable.
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 timely handing over of the Wine Lounge at the end of the booking session and that leftover wine and food are disposed properly and all unconsumed wine is removed after use from the Wine Lounge.
10. The number of guests is limited to not more than thirty (30).
11. The Management reserves the right to forfeit the deposit and/or commence legal actions/proceedings against the Residents in the event of a breach or contravention of any by-laws by the Residents or their guest. In such event, the legal costs shall be borne by and recovered in full from the Residents.
12. The Management reserves the right to use the wine room 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 bylaws 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.

25. 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.
26. 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.
27. No smoking is allowed within the recreational & communal facilities at all timeS.
28. The Management reserves the right to refuse admittance to the facilities, should any person fail to comply with any of the by-laws.
29. 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.