



GST regn no : M4-0020386-5
Inclusive of GST

APPLICATION FOR PAVILION BOOKING

Name of resident : _____
Apartment : Block _____ Unit # _____
Date reserved : _____ Day reserved : _____ (eg. Mon, Tue, etc...)
Time reserved : From _____ To _____
Function hosted by : _____

I / We agree that at least one (1) adult from Block _____ Apartment unit # _____ will be present at the above-mentioned function.

I / We shall be responsible for maintaining discipline and limiting noise and shall indemnify the Management Corporation, Council Members and the Management against any claims or complaints by guests, or any third party or residents arising from any damages, accidents or use of the said function.

We know that a payment of S\$50.00 is required for air-conditioning needed. Thus, we *would / would not like to have the air-conditioning.

We agree to place a refundable deposit of S\$200.00 for security reasons with the Management (made payable to "The Arcadia MCST Plan No. 940" for the case of cheque payment). We shall inform the management of our cancellation of the booking, if any, at least 7 days before the date booked, otherwise half of the deposit shall be forfeited.

In making this reservation form, I / We agree to abide by the terms and conditions as stated above.

Date

Signature

(Please delete where necessary)*

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For Official Use Only

Cheque (no.) / Cash received : _____ Returned by : _____
Received by : _____ Date returned : _____
Date received : _____ Received by : _____
Remarks (if any) : _____ (Resident / Maid)



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Rental of Pavilion Tables and Chairs (Per day)

Items	Total Quantity	Rental Rates At Pavilion	Quantity Required	Amount (S\$)
1. Square table (36'x 36')	8	S\$4.00 each		S\$
2. Round table (48' diameter)	7	S\$5.00 each		S\$
3. Chair	37	S\$2.00 each		S\$
Total Items (Already Inclusive Of 5% GST For Year 2006)				S\$

Details of Function

Date & Day of Function : _____
 Time : _____
 Venue of function : _____ Pavilion _____

Rent by

Name : _____
 Unit No. : Blk _____ # _____
 Date of Application : _____

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Total payment received : S\$ _____ (cash)
 S\$ _____ (cheque no. _____)
 Rental paid by : _____
 Rental received by : _____
 Date of payment received : _____



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By-Law Regulating and Controlling the use of Pavilion

1 General

The pavilion is enclosed area next to the swimming pool

The pavilion may be used by all residents of The Arcadia.

2 Opening Hours

Mondays to Fridays

9 a.m. to 11 p.m.

Saturdays, Sundays and Public Holidays

9 a.m. to 11 p.m. (non air-conditioned)

9 a.m. to midnight (air conditioned)

3 Bookings

Bookings must be made in person at the Management Office and will be accepted on a first-come-first-served basis.

Bookings for the use of the facility can be made one (1) month in advance upon payment of a \$ 200.00 deposit. The \$ 200.00 deposit would be returned provided the premises used is handed over in a clean and satisfactory condition as determined by the Management.

The cost of repairs, cleaning and any additional charges would be deducted from the deposit and the balance would be refunded free of interest to the person making the booking. However, if the repair, cleaning or any additional costs exceed the amount deposited, the person making the booking will have to pay the difference.

Cancellation of the booking must be made at least 7 days before the date booked, otherwise half the deposit shall be forfeited.

Bookings are not transferable and limited to one (1) per month. Additional booking may be permitted at the discretion of Management. However, confirmation of the booking will only be given 2 weeks prior to the function.

If any of the By Laws stated herein are breached by any persons, including guests, during the use of the Pavilion, the deposit shall be forfeited and Management may take further action, which may include barring future use of the facility.

If the Pavilion is booked for a teen-age party, the person or his/her spouse making the booking must be present at the Pavilion for the entire duration of the function.

The person making the booking must be the host of the function held at the Pavilion.

The Management have the sole discretion to approve/disapprove the booking of the Pavilion and the purpose of its use.



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4 Air Conditioning Charges

Air Conditioning is available upon request. The charge for the usage of the air conditioners shall be \$50 per function per day. This is payable at the time of booking together with the deposit.

5 Music/Noise Level

When the Pavilion is in use, there shall not be excessive noise. No music, audio-visual equipment, additional lighting and decorations are allowed without the written approval of the Management.

Generally, only dinner music accompaniment may be permitted if the Pavilion is not air-conditioned. If the Pavilion is air-conditioned, live band or disco may be considered upon written application to the Management for approval.

All music must be toned down from 11 p.m. onwards.

The level of music permitted will be at the sole discretion of the Management.

6 Other

The above facility shall not be used for commercial, political, religious, company seminars or illegal activities.

Unless specifically approved in writing by Management, the number of guests shall not exceed 50.

All users of the Pavilion do so at their own risk and shall not hold the Management Corporation, its Managing Agents or the staff of The Arcadia liable for the theft, loss, damage, injury, death or other misdemeanour however caused to persons or properties while using the Pavilion or arising out of cancellation of the use of the Pavilion due to unforeseen circumstances.

The Management reserves the right to alter this by-law as and when deemed necessary.

The Management reserves the right to use the above facility for official matters.