

MANAGEMENT CORPORATION STRATA TITLE PLAN 2345**APPLICATION FOR THE USE OF MARINA ROOM / DOLPHIN ROOM / FORECOURT OF ANCILLA BLOCK**

Name :

Block :	Unit No.	Mobile :	
Date of Function :		Time : from:	to: (closing time 11pm)
Additional Chairs (chargeable)		Additional Tables (chargeable)	

Please vacate the rooms / forecourt promptly **and ensure they are left clean and free of any litter / mess.**

Number of guests expected : _____ (max 40 persons for Marina Room. 25 for Dolphin Room and 60 for the forecourt)

Fees collected : S\$ _____ Receipt No. : _____

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Marina Room	S\$15 per hour (incl. GST)
Dolphin Room	S\$20 per hour (incl. GST)
Ancilla Fore-court	S\$30 per session of 2 hours (incl. GST)

TV / Home Theatre System : S\$30 for Marina Room. **S\$50** for Dolphin Room (one time payment). Remote control to be returned after use. Forfeiture of deposit if remote control is lost or equipment damaged due to negligence or vandalism.Deposit : **S\$100 (refundable) to be paid via cheque. Cheque to be issued to “Management Corporation Strata Title 2345”**

User must clean up after use of all containers, utensils, food and food scrap and other decorations etc. Failing which, the Management reserves the right to forfeit the deposit to cover cost of cleaning and any damaged items.

1. Booking from 7am to 11pm.
2. The following activities are permitted:
 - a. Meetings / talks / tuition and studies
 - b. Parties (birthdays etc) / Social gatherings
 - c. Dance
 - d. Fitness and exercises (yoga, pilates, aerobics, etc)
3. The premises shall not be used for other activities other than those applied for.
4. Resident is to ensure the chairs and tables provided for use are not damaged and to return them after use.
5. Decorations and furniture brought in by the resident have to be removed after the session.
6. **No sticking of decoration, buntings, banners, balloons etc. on the walls. No pins, no tape, no adhesive to be used. Walls and wooden paneling must not be damaged. Else, security deposit will be forfeited.**
7. No open fire cooking allowed in the hall and room.
8. Residents and their guest shall maintain the general cleanliness of the premises and ensure that litter is cleared after use and disposed off at their own cost.
9. Advance booking of up to 1 month is allowed. All reservations will be on a first-come-first- served basis.
10. Bookings are not transferable.
11. Pets are not allowed into the Marina Room and Dolphin Room.
12. The Management will not be held responsible for any mishap, injury or loss sustained by the residents and their guests howsoever caused, during the use of facilities.

Signature of Applicant _____ Date : _____