

**RESERVATION OF MULTI-PURPOSE HALL**

Name of Resident : \_\_\_\_\_ Blk & Unit No. : \_\_\_\_\_

Contact No. : (R) \_\_\_\_\_ (Hp) \_\_\_\_\_ Security Pass No.: \_\_\_\_\_

Date of Reservation : \_\_\_\_\_ No. of Guests : \_\_\_\_\_  
(maximum 60 guests)

Purpose of Use : \_\_\_\_\_ (e.g. birthday party etc.)

Reservation Period :  9am to 12pm  1pm to 5pm  6pm to 10pm  6pm to 10.30pm  
(Fris, Sats & Eve of PHs)

**Rules & regulations governing the use of the multi-purpose hall:**

1. Resident will be responsible for their guests' conduct and behaviour and ensure that there is minimal noise.
2. No mobile discos and live bands will be allowed. Hi-fi equipments, television sets, musical instruments and other such like equipment are not permitted in or around the recreational facilities.
3. The said premise will not be used for commercial (no sales of tickets), religious or political activities. Gambling of any nature or illegal activities are also strictly prohibited.
4. Function must end by 1200 hrs, 1700 hrs and 2200 hrs for morning, afternoon and evening sessions respectively.
5. Applicants below the age of 21 must have an authorized letter from their parents/ guardians.
6. Booking for the room may be made one month in advance. Booking should be made in person at the Management Office on a first-come-first-served basis.
7. A non-refundable booking fee of S\$50.00 and a refundable deposit of S\$100.00 must be paid at the time of the application.
8. The Management reserves the right to deduct an equivalent sum of monies from the refundable deposit for any damage caused or additional cleaning services, expenses incurred in rectifying for damages.
9. Food and drinks should be consumed only within the confines of the function room.
10. Users are responsible for the cleanliness of the hall and surrounding areas. All litter / waste food etc, should be properly disposed off.
11. Users are prohibited from removing any chairs and table from the room.

I have read, understood and taken a copy of the above-mentioned undertaking and will adhere to the above-mentioned regulations as well as Melville Park’s by-laws governing the use of Multi-Purpose Hall. I will not hold the Management responsible for any personal damages or injuries that may occur as a result of using the multi-purpose hall.

\_\_\_\_\_  
Signature of Resident

\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY**

Your application for the use of the above indicated facility is **\*approved/ not approved** by the Management subject to the Terms and Conditions stated herein.

Booking Fee Paid: S\$50.00 (CASH / Cheque No. \_\_\_\_\_) Receipt No. : \_\_\_\_\_

Deposit Paid : S\$100.00 (CASH / Cheque No. \_\_\_\_\_) Receipt No. : \_\_\_\_\_

Name of Approving Officer: \_\_\_\_\_ Date : \_\_\_\_\_

*Note: Cheque should be made payable to “The Management Corporation – ST Plan No. 2203” or “MCST 2203”.*

**REFUND OF DEPOSIT**

I, hereby acknowledge the receipt of S\$ \_\_\_\_\_ (\*Cash/ Cheque No. \_\_\_\_\_) being the:-

*full sum* refunded to me for the use of multi-purpose hall/ cancellation of reservation.

*balance deposit* refunded to me after the deduction of S\$ \_\_\_\_\_ as payment of the cost payable by me for the damages caused to/ dirtied the common property during the use of the multi-purpose hall.

\_\_\_\_\_  
Name of Recipient

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Management Staff