

**MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 3380**

**APPLICATION FOR USE OF MULTI-PURPOSE HALL**

Name of Applicant(s) : \_\_\_\_\_ (Owner/Tenant)  
NRIC/ Passport No: \_\_\_\_\_ Block No. # \_\_\_\_\_ Unit No. # \_\_\_\_\_  
Contact Nos : (Hm) \_\_\_\_\_ (HP) \_\_\_\_\_ Fax : \_\_\_\_\_

\* I / We wish to hold a buffet function/party in the above facility on the below date and pay the deposit and the respective charges/fee as stated above.

Date of Function : \_\_\_\_\_ \* (Mon / Tue / Wed / Thurs / Fri / Sat / Sun)

Please tick against the appropriate bracket:

Session : (A)  Morning Session : 0900 hrs to 1500 hrs  
(B)  Afternoon Session : 1600 hrs to 2200 hrs

Charges (Cheque to be made payable to MCST 3380) :  
Refundable Deposit Payable : \$100.00

**I/WE UNDERTAKE AND AGREE THAT**

1. I will ensure that my guests do not litter the grounds. All refuse, waste food, etc. will be disposed off in watertight plastic bags provided by myself and properly deposited into the litterbins provided by the Management;
2. I will ensure that noise is kept to a reasonable level and does not disturb the peace, causing annoyance to other Subsidiary Proprietors;
3. I will bear full responsibility for any damage caused, and ensure that the premises are left in a clean condition.
4. The maximum number of person attending each reserved function shall not exceed twent (20) person.
5. That I will indemnify the Management against any claims, actions, demands and/or other consequences whatsoever in the event of any accidents/mishaps.
6. By signing this application form I/we expressively give consent to the management collecting, using & disclosing personal data provided in the form for the purposes of estate management and future communication related to this estate.

\_\_\_\_\_  
Signature of Applicant(s) Date

For Official Use  
Deposit of \$100/- Cheque No: \_\_\_\_\_

Receipts No.: \_\_\_\_\_ Received By: \_\_\_\_\_ Date: \_\_\_\_\_

Refund Amount: \_\_\_\_\_ Refunded By Guard: \_\_\_\_\_ Date: \_\_\_\_\_

\* Delete where appropriate

**MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 3380**

---

**MULTI-PURPOSE ROOM (Extract from Regency Suites Resident's Handbook)**

1. The Multi-purpose room is opened for daily booking for the following two (2) session :

First session : 9:00am to 3:00pm

Second session : 4:00pm to 10:00pm

2. One (1) unit is only allowed one booking/ per session per month, subject to availability.

3. Booking:

a) Strictly only resident above the age of sixteen (16) years with valid Resident pass is permitted to book the facilities

b) Bookings must be made in person up to two (2) months in advance at the Management Office during office hours. All reservations will be on first come-first-served basis and only be confirmed after the completed application form and deposit payment (refundable) are submitted and accepted

c) To discourage frivolous bookings, residents who fail to turn up after two (2) bookings and without making proper cancellation will be barred from the use of the facility during the next two (2) months commencing from the last booking

d) Resident is required to undertake to comply with the Rules and Regulations as stated in the application form before any approval may be granted

e) Cancellation of bookings shall be made at least two (2) weeks before the booking date

f) All bookings are not transferable

4. A refundable cheque deposit of S\$100.00 is payable in advance on the actual date of booking. It shall be made payable to "MCST 3380". The deposit will only be refunded upon satisfaction by the Management that all rules and regulations have been complied with and all debris removed after use. Resident can collect the deposit from the Management Office in three (3) working days after the function.

5. It is advisable that a guest list be given to the Management to facilitate security control and guests' easy access into the development.

6. Residents who made the booking will be held responsible for the cleanliness of the above facilities and its surroundings. All waste or other refuse must be disposed into watertight plastic bags and deposited into litter bins provided. Bulk refuse must be removed out of the development by the resident concern at his own cost.

7. The multi-purpose room shall be used for specific purpose stated in the application form. Commercial, religious or political, company gathering or other illegal activities are not permitted. Residents must obtain proper licence/permit from the relevant authorities for holding the function where necessary

8. Gambling, mah-jong, card games and any forms of gambling are strictly prohibited.

**MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 3380**

---

9. The multi-purpose room can only be used for functions such as weddings, birthday party or any other social functions approved by the Management. No group tuition or individual tuition is permitted in the room.

10. Live band, mobile disco or hi-fi system is not permitted. Only portable component of approved type can be used provided there is no complaint from other users and residents. The Management reserves the right to authorise the removal of any of these equipment should it deem fit.

11. Resident shall ensure that his guests do not create any noise, nuisance or misconduct that may interfere with the peaceful enjoyment or cause annoyance to other residents.

12. Cooking of food in the Multi-Purpose Room and the common areas are strictly prohibited.

13. Due care must be taken while decorating the multi-purpose room. All chairs, tables, equipment or decoration brought into the room must be removed on the same day. Banners, posters, notices, stickers, signage or advertisement are not allowed to be placed or displayed in the room or the passageway leading to the room.

14. Decoration may be allowed but care must be exercised not to damage the walls, glass windows, and furniture and ceiling boards. All decorations must be removed after the function.

15. Residents shall be responsible for any damages and shall pay for all costs and expenses incurred by the Management for making good such damages.

16. All tables, chairs, equipment or furniture that are brought into the multi-purpose room for the approved function are to be removed on the same day. The tables and chairs around the pool vicinity are not able to be used for private functions.

17. The Management reserves the right to disallow further use of the facility for residents who have infringed any of the rules and regulations stipulated herein for a period of two (2) months commencing from the last use.