



**APPLICATION FOR THE USE OF FUNCTION ROOM @ CLUBHOUSE**

Name: (Owner / Tenant) \_\_\_\_\_

Address: (Block No.) \_\_\_\_\_ (Unit No.) # \_\_\_\_\_

Tel. No.: (H) \_\_\_\_\_ (O) \_\_\_\_\_ (HP) \_\_\_\_\_

Facility : Function Room 1/ Function Room 2

Date of Use : \_\_\_\_\_

Time of Use : [ ] **Session 1 - 0900hrs to 1500hrs**

[ ] **Session 2 - 1600hrs to 2200hrs**

Deposit : \$100.00 refundable deposit (free of interest)

Booking Fee : \$20.00 (not refundable)

I confirm that I have read the rules and regulations governing the use of the facility.

*\* Original Receipt is required for refund. Please obtain a receipt from the Management office when payment is made.*

*\*\*By filling up and submitting this form, I consent to the collection of my personal data and its use by the Developer and its agents for the purpose of this application. The Developer and its agents are entitled to retain the information for audit purposes.*

*\*\*\*In submitting this application, I agree to abide by the house rules and by-laws regarding the use of common property in the estate.*

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**FOR OFFICIAL USE**

Deposit : \$100.00 refundable deposit (free of interest)

Booking Fee : \$20.00 (not refundable)

[ ] By Online Banking Transfer

[ ] By Cashier's Order

[ ] By Cheque / Cheque No.: \_\_\_\_\_ / [ ] Cash \_\_\_\_\_

Receipt No.: \_\_\_\_\_

Date of Issue: \_\_\_\_\_

Your application for the use of the facility is approved / not approved by the Management.

**The Management of Ripple Bay**

\_\_\_\_\_  
Name of Approving Officer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



Operating Hours: **0900hrs to 2200hrs daily**  
(Except when it is being cleaned or serviced)

Booking time slots:

Session 1: **0900hrs to 1500hrs**

Session 2: **1600hrs to 2200hrs**

1. Each Unit is only allowed one booking per month, subject to availability. Bookings of 2 consecutive sessions from the same Unit on the same day will not be accepted unless there is no booking for the other session one day prior to the session.
2. A **booking fee of \$20.00 (non-refundable)** and a **refundable cheque deposit of \$100.00 (free of interest)** is payable on the date of booking, failing which the booking will be cancelled and made available for booking again.
3. The cost of cleaning and additional charges, if any, will be deducted from the deposit and the balance will be refunded free of interest to the Residents who made the booking. However, in the event that the cost of cleaning or repairs to the damage exceeds the cheque deposited amount, the residents will be required to pay the difference.
4. Advance bookings are permitted for up to **4 weeks in advance** inclusive of the day of booking. However, no structured or continuous booking over a period of time is allowed. The Management reserves the right to reject any booking.
5. There will be no refund of the booking fee for no-show and for any cancellation made less than 5 working days from the date of use with or without any valid reason.
6. All bookings are non-transferable.
7. The facility may accommodate up to a maximum of 20 people at a time. For security reason, Residents are advised to provide names and/ or any vehicular particulars to the Management Office at least 3 days prior to the date of use.
8. No live band or disco is permitted unless authorised by the Management.
9. Residents and their Guests must ensure that the facilities and their surroundings are kept in a clean and tidy condition. Inspection checklists to the reserved facility before and after the use will and have to be completed with the Resident to determine whether there has been any damage caused to the equipment, appliances and furniture. The Resident must inform the Management or the security guard of any existing damage to the equipment, furniture and fittings that they or their guests are about to use. Failing which, they will be held responsible for such damage.
10. All unwanted leftover food, litter, etc., must be disposed of into the receptacles provided.
11. Permission must be made known and obtained from the Management prior to the hiring of additional tables and chairs during the booking process.
12. In the event that there is damage to any part of the equipment, furniture and/ or fittings including missing parts to the aforesaid, the costs of such repairs and/ or replacement shall be borne by the resident. Such costs plus any administrative charges will be deducted from the cheque deposit. The Resident will be liable to pay the difference should the costs of repairs and/ or replacement plus administrative fee exceed \$100.00.
13. Entry into and/ or usage are strictly prohibited unless by proper booking and prior approval from the Management.
14. No form of overnight facilitation is allowed.
15. Decorations may be allowed but due care must be exercised so as not to damage the walls, furniture, fittings, paintworks and/ or ceilings. All forms of decorations must be removed and the affected areas be cleaned after the usage.
16. Residents who rent additional tables and chairs are to ensure that the rented furniture is removed on the same day after use. All existing furniture shall not be removed.
17. No form of commercial, religious, political, presentations, workshops, training sessions, rehearsals, including any types of functions organized by the residents for Voluntary Welfare Organizations (VWOs), community services, gambling and/ or other illegal activities are permitted.