



武吉巴督民众俱乐部
Bukit Batok Community Club
Kelab Masyarakat Bukit Batok
புக்கிட் பாத்தோக் சமூக மன்றம்

21 Bukit Batok Central Singapore 659959 Tel: 6564 6317 Fax: 6566 8557



Bukit Batok

Note: Please use **one** Application Form for one type of facility

I PARTICULARS OF APPLICANT (ORGANISATION / INDIVIDUAL)		
Name of * Organisation / Individual Applicant	NRIC No. (*Pink / Blue) (For Individual Applicant only) <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/>	
Address Blk & Unit No _____ Street Name _____ Postal Code _____ Singapore	Contact Details Home _____ Office _____ Mobile _____	
II FACILITY APPLIED FOR		
* Multi-Purpose Hall / Multi-Purpose Room # _____		
Purpose: _____ No. of Participants: _____		
Start Date: _____ Time: _____ am / pm End Date: _____ Time: _____ am / pm		
III DECLARATION		
I declare that the above particulars are true and I agree to abide by the Rules and Regulations governing the application and use of Community Club Facilities.		
_____	_____	_____
Signature of Applicant	Date	Official Stamp of Organisation
FOR OFFICIAL USE		
* Approved / Not Approved		
Deposit \$ _____	paid on _____	Receipt No.: _____
_____	_____	_____
Chairman of Management Committee	Date	

BUKIT BATOK COMMUNITY CLUB
RULES AND REGULATION

1. The Applicant must be a Singapore Citizen or a Permanent Resident of Singapore.
2. Completed application forms should be submitted to the Bukit Batok Community Club Management Committee (CCMC) for consideration, subject to availability of the facility.
3. Approval of facility booking will only be done exactly **6 months** before date of event
4. A refundable deposit of **\$500.00** is made payable to Bukit Batok CCMC upon confirmation of facility. Full payment is to be made at least **1 week** before event date. (Applicable to Multi-Purpose Hall booking only.)
5. Applicant is to seek approval from relevant authorities for licensing such as cooking license and public entertainment license prior to booking.
6. Cooking tents can be erected only with the approval of the Deputy Constituency Director. Applicants shall erect their own tentages.
7. Caterers must observe cleanliness and good hygiene at all times. Overnight cooking is **NOT** allowed. **Clearing fee be imposed for leftovers thrown into the CC drains.**
8. All bookings are strictly non-transferable.
9. No refund will be made of any fees paid except when the booking is cancelled by the CCMC.
10. No adhesives or tapes should be used on walls. Nails, screws and hooks are not allowed on wooden, metal, concrete and curtain surfaces.
11. Unauthorised or illegally parked vehicles in the CC compound will be wheel-clamped or towed-away.
12. **SMOKING** is prohibited within the CC premises at all times.
13. The tents, tables, chairs, etc, must be removed not later than 12.00pm the following day.
14. Removal of CC's furniture, equipment or any other fittings is prohibited, unless written permission is given by the CCMC.
15. **All functions and decorations must end and be cleared by 10.00pm**
16. The applicant shall be held responsible for the cost of repairs to any damages to the building, furniture, fitting and equipment that may be caused during the use of the facilities. All cost shall be paid to the CCMC within one month of notification.
17. The CCMC shall not be responsible for any damage, injury and loss of property or life which may be sustained in the Community Club.
18. The CCMC reserves the right to forfeit or deduct from the deposit the appropriate amount for breach of any rules.
19. The CCMC reserves the right to amend the rules & regulations without prior notice.
20. The decision of the CCMC is final.

Agreement by Applicant

I, _____ of _____ have read and understood the Rules & Regulations
(Applicant Name) (NRIC No.)
as stated in **Annex A** and agree to abide by the Rules and Regulations governing the use of Bukit Batok Community Club facilities.

Signature of Applicant

Date