



KARAOKE LOUNGE BOOKING

RESIDENT'S PARTICULARS:	
Name:	Contact No.:
Tower: Unit:	Resident Card No.:
BOOKING DETAILS: * Please circle	
Session: * S1 / S2 (S1: 1p.m. to 5 p.m.; S2: 6p.m. to 11p.m.)	Estimated No. of Guests:
Date of Use:	Official Receipt No.:
Term of Payment: Cash / Cheque No.:	Approved By:
Deposit: Cash / Cheque no.:	
RESIDENT'S ACKNOWLEDGEMENT:	
<i>I confirmed that I have read & understood the rules & regulations for the use of the Karaoke Lounge stated below. I agree to abide by the rules & regulations.</i>	
Signature:	Date:
CHANGE OF DATE OF USE: (Receipt MUST be produced for endorsement)	
NEW DATE:	SESSION:
Signature:	Date:

Rules & Regulations on the use of Karaoke Lounge (KTV)

1. **Bookings:**
 - a. Strictly only residents above the age of 16 with a valid Resident card are permitted to book the KTV Lounge.
 - b. Booking Timing: 9am to 6pm on weekdays & 9am to 1pm on Saturdays
*Booking form is obtainable at the Management & Security counter.
 - c. Booking of KTV Lounge is open one month in advance on the first-come-first serve basis.
 - d. No reservation of booking slot via telephone booking will be entertained.
 - e. **A non-refundable charge of \$20.00 per session shall be made payable upon submission of the booking form for a confirmed booking by cash or cheque made payable to "MCST 2257". A further payment of \$50.00 refundable deposit shall also be made for each booking.** All bookings are not transferable.
 - f. Cancellation shall be made 3 days prior to the date of use. No refund shall be made for cancellation.
 - g. **Cancellation must be made in person and cancellation via phone will not be entertained.**
 - h. To discourage frivolous bookings, residents who failed to turn up & use the facility for two bookings without proper cancellation shall be barred from booking the facility for the next 2 months.
 - i. The resident is required to undertake to comply with the Rules & Regulations as stated herein before any approval is granted.
 - j. **Each apartment is entitled to book the KTV Lounge per session per month.**
 - k. An official receipt will be issued to you, please bring along the receipt on the day for verification.
2. The number of guests is limited to 8
3. Live band & disco are strictly prohibited.
4. Portable radios & cassette players are permitted at the KTV Lounge provided that there are no complains from the residents. The Management (Mgt) reserves the rights to request the removal of any of this equipment should it deem fit.
5. **No food & smoking are allowed except drinks. All empty drinks containers & litters must be properly disposed after use.**
6. The resident shall ensure the cleanliness of the area after use.
7. Residents & their guest must ensure that there should not be excessive noise or nuisance caused to other residents.
8. **Inspection of the KTV Lounge and the areas shall be carried out by the Mgt to determine whether there has been compliance with the Rules & Regulations in respect to the KTV Lounge & its facilities to the satisfaction of the Mgt. The Mgt in its absolute discretion reserves the right to forfeit the deposit of \$50.00 if the residents or their guests are found to have not complied with one or more of the above Rules & Regulations. Over & above this, all costs incurred in cleaning the area & rectifying any damage shall be borne by the resident concerned.**
9. The Mgt will not be held responsible for any injuries, damages or loss of limb or property sustained by residents & their guests, however caused when using the facilities.
10. **We would appreciate your cooperation to end the Karaoke session at 5.00pm or 11.00pm respectively.**