

# THE SOVEREIGN

S I N G A P O R E

Form A

## APPLICATION FOR FACILITIES BOOKING

Name of Resident : \_\_\_\_\_ Tel : \_\_\_\_\_ (H/P, Off, Home)  
**Apartment** : **Unit #** \_\_\_\_\_ **Date & Day Reserved** : \_\_\_\_\_  
 Time reserved : From \_\_\_\_\_ To \_\_\_\_\_ No. of hours: \_\_\_\_\_  
 Nature of function/Event/Purpose : \_\_\_\_\_

Please tick the following facilities you wish to reserve:

<u>Facility</u>	<u>Booking Fee</u>	<u>Deposit</u>
( ) The Verandah	S\$100.00 for a block of 4 hrs S\$100.00 for a block of 4 hrs usage of air-con Add S\$100.00 for extension beyond 4 hrs (S\$100.00 for 2 hrs Blocks)	S\$500.00 refundable
( ) Barbecue Pit/ Pool Area	FOC	S\$200.00 refundable
( ) Sunken Courtyard	FOC	S\$200.00 refundable
( ) Sunken Bar	FOC	S\$200.00 refundable

I/We agree that **at least one (1) adult from Unit #** \_\_\_\_\_ will be present at the above-mentioned function. I/We agree that the party / function will end by 11pm.

I/We shall be responsible for maintaining discipline and limiting noise and shall indemnify the Management Corporation, Council Members and the Managing Agent against any claims or complaints by guests, or any third party or residents arising from any damages, accidents or use of the said function. I/We will ensure that my/our guests do not litter the grounds all refuse, waste food, beer cans etc will be disposed into the water tight plastic bags and properly deposited into the letter bins provided. I/We will bear full responsibilities for the reinstatement of any damages caused and to ensure the premises is left in a clean condition.

I/We agree to place a refundable deposit of **S\$500.00/S\$200.00** for security reasons with the Management (made payable to "**Mgt. Corpn. S.T. No. 1941**", for the case of cheque payment). I/We shall inform the management of my/our cancellation of the booking, if any, **at least 7 days before the date booked**, otherwise half of the deposit shall be forfeited.

**Personal Data Protection ACT (PDPA) Compliance.** By providing the information contained in this form, you agree and consent to Management and its authorized representatives and /or Managing Agent collecting, using and sharing the information within the context of this application.

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Upon signing this reservation form, I/We agree to abide by the terms and conditions as stated above and the by-laws governing the usage of the facilities. (see attached for the by-laws). I/We agree that my / our security deposit will be forfeited should I/we breached any of the term and conditions or by-laws governing the usage of the facilities.

### Amount to Pay

Usage Fee : \_\_\_\_\_

Date : \_\_\_\_\_ Signature : \_\_\_\_\_ Deposit : \_\_\_\_\_

### For Official Use Only

Cheque (No. )/

Cash : \_\_\_\_\_  
received \_\_\_\_\_

Returned by : \_\_\_\_\_

Received By : \_\_\_\_\_

Date returned : \_\_\_\_\_

Date received : \_\_\_\_\_

Received by  
(Resident/  
Helper) : \_\_\_\_\_

Remark (if  
any) : \_\_\_\_\_

Please produce a copy of this form and show the security officer before the event. Thank You !

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Please fill up the below questionnaire:

S/n	Questions	Replies
1.	To state nature of booking of The Verandah  <i><u>Note (as per clause 4) :</u></i> <i>The Verandah is only allowed for private functions. Any other functions including but not limited to political, religious, commercial, company or association events, seminars or illegal activities will not be permitted.</i>	_____ (purpose) Remarks:
2.	To state the approx. no. of invited guests	_____ ( guests)
3.	To confirm that the booking is for personal use by applicant only.  <i><u>Note (as per clause 4) :</u></i> <i>Residents are not permitted to reserve the booking of The Verandah on behalf of residents of other units or non-residents of The Sovereign.</i>	* Yes / No  Remarks:
4.	To confirm and state name of resident who is organizing the function / event.  <i><u>Note (as per clause 4) :</u></i> <i>Residents are not permitted to reserve the booking of The Verandah on behalf of residents of other units or non-residents of The Sovereign.</i>	_____ (to specify)
5.	To confirm and state name of resident who will be present at The Verandah throughout the entire duration of the function / event.  <i><u>Note (as per clause 4) :</u></i> <i>Residents who reserve The Verandah must be present at The Verandah throughout the entire session of the booking.</i>	_____ (to specify)
6.	To indicate if there will be additional item(s) such as furniture/equipment/decorations brought into The Verandah .	_____ (to specify) _____ (to specify) _____ (to specify)

I hereby confirm that the above information is accurate and abide to all terms and conditions in the application of The Verandah. I agree that my application will be subject to the review of the management corporation.

I also indemnify the management corporation against personal injury, accident or fatality and/or damage of loss property to residents, their guests and their children arising from the use of The Verandah.

\_\_\_\_\_ Date

\_\_\_\_\_ Signature

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**THE MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 1941**  
 99 Meyer Road #B1-01 Singapore 437920 Tel: 6440 7185 Fax: 6440 6442

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## BY-LAWS GOVERNING USAGE OF THE VERANDAH / SUNKEN BAR / SUNKEN COURTYARD

### 1. Opening Hours.

7.00 am – 11.00 pm daily

All facilities will be closed at 11 pm

### 2. Bookings

Each booking shall consist of a block of a 4 (four)-hour sessions. The bookings will be on “first-come-first-serve” basis and the forms for booking area are obtainable from the Management Office. The bookings must be made by residents. All bookings are not transferable.

Residents are allowed to book a maximum of 2 blocks of 4 hours sessions per day and may not be made more than one month in advance. Cancellation of booking shall be made one week before the actual scheduled date, failing which; the Management reserves the right to forfeit the deposit.

All bookings for each facility must be accompanied by a completed application form available from the Management Office

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

### 3. Charges

A non-refundable fee of S\$100.00, plus additional non-refundable fee of S\$100.00 for a block of 4 hours shall be made payable for the usage of air-conditioning in the The Verandah, and a deposit of S\$500.00 which is refundable, if there are no breaches of the By-Laws stated herein and/or damage/loss to common property and/or no cleaning incurred by the Management and/or any cost incurred by the Management, shall be made payable to confirm a block booking of 4 (four) hours.

New By-Law passed at 19<sup>th</sup> AGM, after the usage of a block of 4 hours, there is an additional of S\$100.00 for the extension beyond 4 hours (S\$100.00 for 2 hours blocks)

### 4. Usage

The facilities shall only be used for private functions. Any other functions including but not limited to commercial, religious or political, company or association events / gathering, seminars, funeral wakes or other illegal activities shall not be permitted.

Applicants must specify the purpose / intend on the use of the facilities at the time of booking.

The Management Corporation reserves the right to reject any application if the booking is used for any other purpose other than private functions. It also reserves the right to pursue further enforcement actions against the applicant including but not limited to putting a stop to the function if the booking is used for any other purpose specified in the application form.

**Residents are strictly not permitted to reserve the booking of the facilities on behalf of other units or non-residents of The Sovereign / The Management Corporation reserves the right to pursue enforcement actions against the applicant including but not limited to putting a stop to the function if the booking is made on behalf of other residents or non-residents of The Sovereign.**

**Residents who reserve the facilities must be present throughout the entire session of booking.**

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## 5. Maximum Number of Persons / Guests

A maximum of only 150 persons shall be permitted and all guests must be accompanied by the residents at all times.

## 6. Excessive Noise

No excessive noise shall be allowed at all times. No live music and additional lightings are allowed unless approved by the Management in writing.

## 7. Decorating the Facilities Area

Due care must be taken while decorating the facilities area. Only Blue Tac is allowed to be used for putting up decorations. No tapes, nails, staplers or any other form of adhesives shall be allowed.

All chairs, table, equipment or decoration brought into the area must be removed after end of each session. Banners, posters, notices, stickers, signage or advertisement shall not allowed to be placed or displayed in the facilities area or passageway leading to the area.

Residents shall be responsible for any damages and shall pay for the full cost and expenses incurred by the Management of making good any damages on the common areas.

## 8. Setting of Tents or Camping

No setting up of tents or camping overnight is permitted unless authorized by the Management.

## 9. Security Checking

The residents must produce the Approval Form for checking purposes as and when requested for by the Security Personnel on duty.

## 10. Breach of By-Laws

Any residents found breaching the By-Laws stated herein will have their deposit forfeited. The resident shall ensure that he and the guests abide by the By-Laws and any rules made thereon.

## 11. Air-Conditioning & Lighting Control

The operation of the air-conditioning and lighting shall be controlled by the security officer. Residents are to liaise with the officer in charge for air-conditioning and lighting control.

## 12. Exclusive Clause

The Management Corporation, Council, Manager and their staff shall not be responsible for any personal injury, accident or fatality or for damage or loss of property to residents, their guests and their children.

## 13. Clearing up after use

The resident shall be responsible in clearing, cleaning and removal of all litter and food after use and shall ensure that the used facility is clean.

## 14. Furniture

Furniture in the facilities area shall NOT be moved or shifted in any way without the prior consent of the Management. Arrangement for additional furniture shall require prior approval from the Management.

## 15. Inspection before and after usage of facilities

Inspection of the facilities area shall be carried out by the management/security staff before and after usage of facility to determine whether there has been compliance with these rules and regulation. All cost incurred in cleaning the area and rectifying any damages shall be borne by the resident concerned.

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