



Changi Sailing Club

32, Netheravon Road, Changi, Singapore 508508
 Tel: (65) 6545 2876 Fax: (65) 6542 4235 Registration Ref. No.: 205/87SPO

FACILITIES BOOKING FORM *(For Members)*

Part 1. Personal Particulars			
Full Name:		Membership No:	
Bill to membership account: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please proceeds to complete Part 2 & 3.			
Part 1(a). Billing Details			
Name of Organisation:			
Billing Address:			
Contact Details (Please write clearly)			
Home: _____		Handphone: _____	
Email: _____			
Part 2. Booking Details			
Please indicate the booking date: (DD/MM/YYYY)		No. of Guests:	
Sheltered Hall		Meeting Room	
Description	Member	Description	Member
CHANGI HALL (max 120 pax) <input type="checkbox"/> 9.00 am to 12.00 pm <input type="checkbox"/> 2.00 pm to 5.00 pm <input type="checkbox"/> 6.00 pm to 11.00pm	\$ 200.00 \$ 200.00 \$ 250.00	NANAS ROOM (max. 50 pax) <input type="checkbox"/> 9.00 am to 12.00 pm <input type="checkbox"/> 2.00 pm to 5.00 pm <input type="checkbox"/> 6.00 pm to 10.00 pm	\$ 150.00 \$ 150.00 \$ 150.00
TEKONG COVE (max 80 pax) <input type="checkbox"/> 9.00 am to 12.00 pm <input type="checkbox"/> 2.00 pm to 5.00 pm <input type="checkbox"/> 6.00 pm to 11.00pm	\$ 200.00 \$ 200.00 \$ 250.00	WARD ROOM (max. 10pax) <input type="checkbox"/> 9.00 am to 12.00 pm <input type="checkbox"/> 2.00 pm to 5.00 pm <input type="checkbox"/> 6.00 pm to 10.00 pm	\$ 100.00 \$ 100.00 \$ 100.00
Remarks:			
Audio-Visual Meeting Equipment <i>(subject to availability)</i>			
Description			Member
<input type="checkbox"/> LCD Projector & Screen <input type="checkbox"/> Flip Chart <input type="checkbox"/> Writing Pad & Pen = 1 set (No. of sets: _____)			\$ 100.00 \$ 20.00 \$ 3.00 / per person



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Booking Terms & Conditions:

1. A minimum of two (2) weeks of advance booking is required. Booking should be made by submitting a completed Booking form in person or via email or fax. Confirmation of the booking will be in the form of a confirmation email issued by the Club.
2. For non-members, all rental payments should be made at least 7 days before the date of usage.
3. No loud music or noise is permitted as it may disturb other guests and/or residents staying at the Chalets and Bungalows.
4. No food is permitted in the meeting rooms.
5. No outside caterer is allowed unless permission is sought from the Management.
6. Booking of the rooms do not allow you to the use of the swimming pool.
7. Booking of the Club's facilities are close on weekends and public holidays.
8. The Club reserves the rights to amend or change the content or pricing without giving notice.
9. All prices are subject to the prevailing Goods & Services Taxes (GST).
10. The Club shall not be liable of any claims in respect to loss of property, injury or death in the course of the function held.
11. Payment terms: Cash, Cheque or major credit cards. Cheque should be made payable to "Changi Sailing Club".
12. The Club may, in its absolute discretion, grant, refuse or withdraw its approval for use of the facilities, under the reason of improper use of room.
13. Cancellation / Postponement of Booking:
 - a. Any cancellation or postponement of a confirmed booking by the applicant must be specified in writing.
 - b. Regardless of any reasons, if the applicant subsequently cancels or postpones a confirmed booking, a cancellation fee will be levied as follows:
 - More than 14 working days notice given - no penalty
 - 3 to 4 working days notice given - 50% of total rental charges
 - 2 or less working days notice given - 100% of total rental charges

Part 3. Declaration

I request the use of the venue on the date shown. I accept and will abide by the terms and conditions as stated herewith and also the Bye-laws of the Club.

Signature

Company Stamp

Date

For Office Use:

Total Charges : \$ _____ Received by: _____

Payment received: Date: _____ Receipt: _____

M'ship Account Cheque: _____ Visa/Master/Amex Cash