

Name of Estate: _____

APPLICATION FOR THE USE OF FACILITIES

Type of Facilities: _____ Date: _____

Name of Resident: _____ Unit No: _____

Contact No: _____ (res) _____ (mobile)

Date/ Day required: _____ Time: _____ to _____

Type of event: _____

Expected Guests: _____ person/s.

(If more than 10 persons please submit name list to the Guardhouse at least 2 days before the actual event. Please ensure that your guest park in the visitors lot. If the visitors' lots are full on that event, cars are to be parked outside the estate.)

Barbeque Pit	<input type="checkbox"/>	S\$_____ fees plus S\$_____ refundable deposit payable upon approval.
Communal Room	<input type="checkbox"/>	S\$_____ refundable deposit payable upon approval (for functions)
Common Lobbies	<input type="checkbox"/>	S\$_____ refundable deposit payable upon approval (for functions)
Others: Chairs:	<input type="checkbox"/>	Qty: _____ Tables: <input type="checkbox"/> Qty: _____
Other equipment/s: _____		

Remarks: ***Please tick ✓ in appropriate boxes. No cash will be accepted. All cheques to be made payable to "MCST_____". No receipt will be issued. Application will be on first come first serve basis. Cheques will only be refunded after area inspection conducted by the Management found to be satisfactory.***

I agree to abide the rules and regulations of the Management Corporation as stipulated in the By-Laws of the estate and I will be responsible for the conduct and behavior of my guests whilst they are in the premises. I will ensure that at the end of the event, I will make good all the conditions of the facilities and equipment used including the cleanliness and the general condition of the common areas or my deposit will forfeited and I will also bear any excessive cost incurred to any damages to other common properties if proven due to my negligence.

_____	For Official Use: _____ <i>Approved/ Not Approved</i>
Signature/ Date	Cheque: No. _____ (Received)
	Amount: _____
	Received By: _____ Date: _____
	Refunded to: _____ Date: _____

Managing Agent

Phamous Facilities Management Pte Ltd

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