

GUIDELINES FOR BOOKING/USE OF PANAGA CLUB & KBBC AMENITIES – JANUARY 2019

The requester is a member of the Panaga Club except for BSJV's event and to duly complete & return the booking application form no less than two weeks prior to the event. No tickets shall be sold for the event. A penalty fee of \$50 shall be imposed if cancellation is less than five working days.

- 2) All payments including Catering charges are to be paid to **Panaga Club** only.
- 3) Catering - Food and drinks must be catered from Panaga Club Caterer (Serikandi) at Panaga Club premises and KBBC Caterer (Serikandi) at KBBC premises. No outside food/drink or external shall be used on Panaga Club and KBBC premises.
- 4) No stalls or sale of items either by Section, Member or 3rd Party Trader without prior MCM approval. If yes, to fill in a separate application form.
- 5) Please be reminded on Safety Awareness at Club such as Evacuation Procedure and Lightning Strike Warning including Government law for Social Event in BSP Area. Please take note on the number of persons allowed in the venue used for safety & security reasons.
- 6) Bouncer Slide (if to be used)
 - a) To be erected on bouncer area only (see floor plan layout where available).
 - b) Bouncer slide must not be erected on the Beach Shelter ground, grass areas or dyke but may be situated on the beach frontage at organiser's risk.
 - c) It is the organiser's responsibility to liaise/check with the bouncer slide supplier on electrical safety of their blowers and extension leads.
- 7) Non Members
 - a) For Section event only - All events with tickets (published in Club newsletter) must pay \$5 extra (to be included in the non-member ticket price).
 - b) To apply a \$5 Day Pass Visitor for any non members participating or attending Section evenings, presentations, performances, etc.
 - c) Guests (accompanied by a member) are allowed to have lunch or dinner at the Club without having to pay \$5. Guests must sign their names at the security guard and members are responsible for the conduct of their guests.
 - d) Non members are allowed in the Club e.g.
 - i) Sport event, tournament and competitions
 - ii) Non member performing for members such Performer or Presenter.
 - e) The non members are limited only to an area they are participating.
 - f) The organiser is responsible to submit a list of non member names to Club Operations Manager for security guard at least a week before the event.
- 8) For use of the amenity beyond 10.30 pm for Panaga Club or 10 pm for KBBC, a written time extension request must be submitted to the Club Operations Manager for approval no less than two weeks in advance.
- 9) Events require Government Authority's approval with advance submission:
 - a) Panaga Police – 2 weeks (finishing after Clubhouse closure, outside Clubhouse (Beach Shelter) from 7pm onwards, open to public, etc).
 - b) Ministry of Home Affairs (MOHA) – 3 weeks (Performances, Concert, Stall holders, etc).
 - c) Belait District Office (DO) c.c. Panaga Police & KB Municipal – 3 weeks (Triathlon).
 - d) Immigration – 3 weeks (Professional Visit Visa (PVV) for all Professionals from outside Brunei).
- 10) Overtime/Service Charge
 - a) Should staff work after working hours/off days or additional staff (Housekeeping, Maintenance, etc) be required, an overtime of \$15 per hour per staff will be charged for member's/section's account except for section official event which is opened to members and published at least two weeks in Club newsletter.
 - b) Additional security guard(s) will be required for large function i.e. 100 persons or more at member's/section's account: ~\$9/hr/security guard.
- 11) Other Charges:
 - a) There is a charge of \$50 per unit for the first four days for the hire of stage block outside Club premises and thereafter \$25 per unit per day. Organiser to arrange own transportation & ensure that the stage block is covered or in covered area at all times. The organiser shall be liable to be charged for any damage or loss.
 - b) There is a charge of \$50 for the hire of PA system or Beamer (without laptop) only for lunch or dinner in Teratai Restaurant or Kenyalang Kafe.
 - c) There is a charge of \$2 by Panaga Police for event with karaoke.
 - d) Camp services party loan – A hire fee of \$100 for Members (BSJV only) /Section's account. The members or requesting section are responsible to make themselves or nominated person available during the delivery and collection of the loan item as to check/verify the quantity. Any loss or damage will be charged to member's/section's account.
- 12) No stiletto style high heel shoes are to be worn in areas where there is parquet wooden flooring such as Teratai Restaurant, Main Hall, Pelangi Room, etc
- 13) Any decorations need prior approval from the Club Operations Manager. No decorations to be placed on the wall. No nails, thumbtacks, hooks, etc are to be screwed into the wall of ceiling except for those already in place and also no sticking tape, which will peel off the paint or vanish. No additional constructions are to be built in the hall or connected to the existing walls etc. The user is responsible to clear up after the function (remove all set-up materials), Panaga Club will clean after the function (wash and polish floors etc.). There are claims for damage caused during hire etc.
- 14) Prior approval should be obtained from the Permanent Secretary of the Ministry of Home Affairs via Kuala Belait District Office for any collection for public purposes, which includes charitable including fund raising, stating fully the purpose of the contributions or subscriptions and any other necessary particulars and information.
- 15) The Club accepts no responsibility for any loss of belongings whilst on the premises, so please keep them with you at all times. In addition, please do not leave any valuables in your vehicles.

- 16) **HIRE FEES** – Exclusive reservation amenity for a member's private function e.g. birthday, wedding, graduation, family gathering, etc.
 - A) Annex Room – \$50.
 - B) Beach Shelter – \$150 (Half or Whole).
 - C) Jam Factory (JF)
 - a) Jam Factory Room (excluding equipment) – \$150
 - b) Band Practice - \$10 for Regular Practice (more than 25 times /year) / \$20 for Once-off Practice / \$10 for Drum Solo
 - c) Member and registered guests only. Non-members can only enter as guests i.e. together with a member.
 - d) For Section's function, there will be a strict "no ticket - no entry" rule. Tickets will not be sold at the door.
 - e) Jam Factory Equipment Rental – As per price list.
 - D) Jungle House
Jungle House playground equipment for children aged under 5 years only. All Jungle Tots equipment including the trikes (locked ones) on the playground is for Jungle Tots Section members only.
 - a) Main Room, Garden & Pitch – \$150.
 - b) Jungle Tots (JT) Furniture – \$25 (JT member) / \$33 (non-JT member).
 - c) Wooden flooring – No wet activities allowed inside the Jungle House areas including on the balcony (back & front).
 - E) KBBC
 - a) Clubhouse/Restaurant (1st Floor) – No Fee
 - b) Chart Room (1st Floor) – No Fee.
 - c) Splash Pool
 - i) Jungle Tots member - \$45.
 - ii) Non Jungle Tots member - \$55.
 - d) \$15 for the hire of KBBC Kid's Furniture (2 tables & 16 chairs).
 - e) \$35 each for the hire of KBBC Laminated Pots (2 units – 1m high) – Fill up with water and ice to serve cool drinks.
 - f) Vehicle access is only permitted for unloading/loading. No vehicles are to be parked in the KBBC compound at any time. No vehicles are to drive on the wooden section of the boat ramp due to safety reason.
 - g) **Operating Times of KBBC:**

Monday: Closed	Tuesday through Thursday: 10am to 9pm
Friday: 8am to 12noon / 2pm to 10pm	Saturday & Sunday: 8am to 10pm

You can book & use the restaurant and chartroom or playground at any time.

 - h) **If you wish service (staff / catering) outside the operating times, you can make arrangements with the KBBC Caterer (Serikandi).** You can contact Serikandi at: 337 4103 or panaga@serikandicatering.com. For related questions or advice please contact the Panaga Club office, they can help you to address it to the right persons.
 - F) Main Hall – \$250 - Dimension (15mX8m)
 - G) Multi Purpose Hall (MPH) – Big hall (for Sports activity only) - \$150.
 - H) Padang (including floodlights) – \$150 / Section: No fee for regular users and \$15 for adhoc/yearly event.
 - I) Pelangi – \$250 - Dimension (13mX8m)
 - J) Pool & Poolside – For Section's activity or event only.
- 17) Brunei Shell JV Co or BS JV Co Contractor function solely for the benefit of Company & BSJV Co employees excluding lunch, dinner or snack & drinks.
 - a) For BSJV Co event, the organiser to provide his/her service number while for BS JV Co Contractor event, to be booked by a Club Member only.
 - b) Hire fees per use:
 - i) \$150
 - Beach Shelter (half or whole)
 - Jam Factory (excluding equipment) or KBBC Clubhouse or MPH – Big hall (for Sports activity only) or
 - Padang (including spotlights).
 - ii) \$50 – Annex Room or KBBC Splash Pool.
 - iii) \$250 – Pelangi or Main Hall
 - c) Any BSJV sponsored lunch/dinner/other only - To fill in the "Authorisation for Company Sponsored Lunch/Dinner/Other" form and obtain authorisation prior to your planned use of the facility. If you do not obtain authorisation in advance, you can still use the facility but you will be charged personally for the expenditure incurred. You can settle these charges with the Company through the Company expense claim procedure.
- 18) Any persons entering the Club's property and/or using the Club's facilities:
 - do so entirely at his own risk and neither the Club nor the Club's management, volunteers or committee members, members or any employees shall be liable in any manner whatsoever for:
 - any claim or damage arising or suffered either directly or indirectly from personal injury or harm whatsoever, including death, or any damage whether direct or indirect to personal or other property whatsoever, and howsoever caused.
 - shall, by doing so, be deemed to indemnify the Club against any liability for damages, howsoever caused.

I AGREE TO THE ABOVE GUIDELINES AND UNDERSTAND THAT ALL PERSONS ARE SUBJECT TO CLUB RULES WHILE ON THE PREMISES

NAME OF ORGANISER: _____ CONTACT NO.: _____

SIGNED BY: _____ DATE: _____