

APPLICATION FOR AN ACTIVITY - ANNEX ROOM

MEMBER'S NAME: _____ MEMBERSHIP NO: _____

DEPT / COY: _____ SECTION / BSJV / PRIVATE: _____

SECTION NAME / POSITION: _____

- 1) Open to Club members only []
- 2) Open to Club members with invited non-member guests (please apply Day Pass at foyer security) []
- 3) Open to public (please write in to obtain MCM approval) []

CONTACT NO: _____ EMAIL ADDRESS: _____

I/We wish to hold a _____ (specify the activity clearly) on
(day/date) _____ from (time) _____ up to _____

(Clubhouse closure: 10.00 pm and **approved** extension time of no later than 12 midnight). The approximate number of persons will be _____ adults and _____ children (please take note on the number of persons allowed (**existing arrangement - 16 persons**) in the venue used for safety/security purpose and to submit finalized guest list at least one (1) week in advance). The room hire fee of \$50 _____ and all other charges incurred will be for (member's / Section's / BSJV's / *Non BSJV Company's account)* to fill in Non BSJV Company Sponsored Function form separately. For Non BSJV Company's account, booking will only be confirmed after Company Manager's approval.

PLEASE INDICATE YOUR REQUIREMENT BY FILLING THIS APPROPRIATELY

	YES	PLEASE SPECIFY
P.A. SYSTEM		
PORTABLE WHITE SCREEN (1)		
DISPLAY PANELS (2) (SIZES: 700mmx1000mm & 1500mmx1000mm) Non-Culture Section - To charge a hire fee of \$20 per panel		
BROWN PIN BOARD (7) (SIZE: 4FTX7FT)		
FLIP CHARTS (6)		
OTHER REQUIREMENT:		
PLEASE FILL IN A FORM SEPARATELY		
BEAMER		

I understand the guidelines especially on below which are laid out overleaf of this application:

- Food and drinks must be catered from Panaga Club (Serikandi/Panaga Mauri) as no outside food/drinks or external catering shall be used on Club premises.
- 'NO ALCOHOLIC BEVERAGES TO BE BROUGHT IN AND CONSUMED WITHIN THE CLUB PREMISES'.

ORGANISER'S SIGNATURE: _____ DATE: _____

FOR ADMINISTRATION USE ONLY

- 1) Room Booking Administrator - For checking on date/time/venue/screening
- 2) Club Operation Manager - For approval (if applicable)
- 3) Room Booking Administrator:
 - i) To reply to organizer
 - ii) To send an application letter to Panaga Police Station. To copy reply to organizer
 - iii) To ensure guest list is received one week in advance and copy to security guard