

APPLICATION FOR AN ACTIVITY OR A FUNCTION AND TIME EXTENSION - BEACH SHELTER

MEMBER'S NAME: _____ MEMBERSHIP NO: _____

DEPT / COY: _____ SECTION / BSVJ / PRIVATE: _____

SECTION NAME / POSITION: _____ If Section's function, please indicate if:

CONTACT NO: _____ EMAIL ADDRESS: _____

- 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) []

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

(Clubhouse closure: 10.00 pm and **approved** extension time of no later than 12 midnight) with music / no music. State type of music use: Live band, CD/DVD player or others _____. The approximate number of persons will be _____ adults and _____ children (please take note on the number of persons allowed in the venue used for safety/security purpose and to submit finalized guest list at least one (1) week in advance). The venue hire fee **\$50** _____ and all other charges incurred will be for (member's / Section's / BSVJ's / *Non BSVJ Company's account)* to fill in Non BSVJ Company Sponsored Function form separately. For Non BSVJ Company's account, booking will only be

FURNITURE AVAILABLE	YES	PLEASE SPECIFY
TABLE (6)		
BENCH (2)		
TABLE WITH FIXED 2 BENCHES (2 SETS)/BROWN RATTAN DESIGNX 23CHAIRS(4Set)		
OTHER REQUIREMENT:		
PLEASE FILL IN A FORM SEPARATELY: DISCO EQUIPMENT & SET UP/DISMANTLE - (PLEASE PROVIDE YOUR OWN TRANSPORT)		

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

- a) Food and drinks must be catered from Panaga Club (Serikandi/Panaga Mauri) as no outside food/drink or external catering shall be used on Club premises.
- b) Keys to Changing Room (x3) can be signed out/in from the Club Caterer for use during the event.
- c) Kitchen can only be used by Club Caterer.
- d) **'NO ALCOHOLIC BEVERAGES TO BE BROUGHT IN AND CONSUMED WITHIN THE CLUB PREMISES'**.
- e) **Bouncer (if to be used)**
 - i) Bouncer 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.
 - ii) It is the organiser's responsibility to liaise/check with the bouncer supplier on electrical safety of their blowers and extension leads.

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