

## APPLICATION FOR AN ACTIVITY OR A FUNCTION - JUNGLE HOUSE

MEMBER'S NAME: \_\_\_\_\_ MEMBERSHIP NO: \_\_\_\_\_

DEPT / COY: \_\_\_\_\_ SECTION/PRIVATE: \_\_\_\_\_

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

- 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 your 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 (**30 persons**) in the

venue used for safety/security purpose and to submit finalized guest list at least one (1) week in advance). Commercial

Guidelines: No stall holders or sale of items either by Section, Member or 3<sup>rd</sup> Party Trader without **prior MCM approval**. If yes,

to fill in a separate form. The room hire fee of \$150 \_\_\_\_\_ and all other charges incurred will be for (Member's /  
Section's) \_\_\_\_\_'s account.

Please tick: A hire fee of \$150 for use of Main room / Garden / Jungle House Pitch

### **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.**

Main Room (30 persons) [  ] Jungle House Pitch [  ]  
Garden (30 persons) [  ]

Jungle Tots (JT) Furniture - \$25 (JT member) / \$33 (non-JT member)

- **All Jungle Tots Equipment including the trikes (locked ones) on the playground is for Jungle Tots Section members only.**
- To be hired by Jungle Tots Section members only
- To fill in a separate form at least two weeks in advance
- Must get prior approval from Jungle Tots Committee who will arrange for access to the equipment.

### **PLEASE TAKE NOTE:**

- No glass items allowed to be used inside for safety reason
- No furniture allowed in the main room except on the back balcony
- No food & drinks inside the Main room
- Bouncer (if to be used)
  - i) To be erected on bouncer area only (see floor plan layout)
  - ii) It is the organiser's responsibility to liaise/check with the bouncer supplier on electrical safety of their blowers and extension leads.
- 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
- Please pick up the Jungle House main entrance door key from the Panaga Club Administration Office during office hours between 8-11 am / 2-4 pm (except Saturday, Sunday & Public Holidays) and to return the key to the Club foyer security guard after function.

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