

APPLICATION FOR AN ACTIVITY OR A FUNCTION AND TIME EXTENSION
KBBC CLUBHOUSE / CHART ROOM

MEMBER'S NAME: _____ MEMBERSHIP NO: _____

DEPT / COY: _____ SECTION / BSJV / 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 book: (please tick)

- 1) [] KBBC Clubhouse/Restaurant **(80 persons - dinner style / 100 persons - buffet style)**

Please indicate if you require the whole closure of the Clubhouse/Restaurant: YES / NO

- 2) [] KBBC Chart Room **(15 persons)**

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. Commercial Guidelines: No stall holders or sale of items either

by Section, Member or 3rd Party Trader without **prior MCM approval**. If yes, to fill in a separate form. All 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 OTHER REQUIREMENT BY FILLING THIS APPROPRIATELY

	YES	PLEASE SPECIFY

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 supplier must provide own generators and use of Panaga Club electricity is not permitted.

SMOKING AND NON SMOKING ZONES (23/11/2007) - With immediate effect at KBBC:

The restaurant / clubhouse area of the KBBC is a non smoking zone. The area by the petanque pits has benches and umbrella's (it is also away from the kids play area and the fuel tanks) - this will become the smoking zone.

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

- Food and Drinks must be catered from KBBC Caterer 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