

PANAGA CLUB MULTI PURPOSE (MPH) BOOKING FORM (UPDATED ON 1 FEBRUARY 2011)

ORGANISER'S NAME: _____ SERVICE / MEMBERSHIP NO: _____

DEPT / COY: _____ CONTACT _____

NOS: _____ (O) _____ (M) _____ (H)

EMAIL: _____ SECTION / _____

PRIVATE: _____

SECTION POSITION: _____ NO OF PERSON: _____ ADULTS /

CHILDREN _____

FUNCTION: _____

Facility requires (please tick):

Big Hall		Small Hall		Balcony		Badminton	
Basketball		Indoor Football		Netball		Others	

Activity	Day	Date	Time From	Time To	Fee per day \$	Total No of Day	Total \$
Preparation							
Preparation							
Preparation							
Actual Event							
Clearing							
Special Requirement							

I understand that the Panaga Club is authorised to deduct TOTAL NUMBER OF DAY(S) BOOKED _____ X B\$150* per day = B\$ _____
(B\$150 per day for a whole, or any part of a day) from my personal / Company* account for the use of the facility.

Please sign the overleaf guidelines too.

Signature: _____

Date: _____

For MPH Administration Use Only

Your following booking(s) is/are **CONFIRMED / NOT CONFIRMED***.

Facility requires (please tick):

Big Hall		Small Hall		Balcony		Badminton	
Basketball		Indoor Football		Netball		Others	

Activity	Day	Date	Time From	Time To	Fee per day \$	Total No of Day	Total \$
Preparation							
Preparation							
Preparation							
Actual Event							
Clearing							
Special Requirement							

Approved by: _____

Date: _____

NAME:

GUIDELINES FOR BOOKING/USE OF MULTI PURPOSE (MPH) EFFECTIVE APRIL 2017

- 1) **HIRE FEE PER DAY FOR A WHOLE, OR ANY PART OF A DAY - B\$150 For Private Event by Member or Company.**
- 2) The requester is a member of the Panaga Club except for BSJV's event (to provide service number to confirm BSJV employee) 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.
- 3) It is the organiser's sole responsibility to ensure everyone involved is aware and properly briefed on BSP's safety requirements during preparation, setting up or clearing up before, during or after the event. The Club is not liable for any incidents or accidents that may occur before, during or after the event.
- 4) Catering
 - a) Food and drinks must be catered from Panaga Club Caterer but only allowed on MPH balcony.
 - b) No food is to be consumed in both halls (big and small halls).
 - b) No alcoholic beverages and pork or non-halal meat to be brought in and consumed within the club premises as some of the Catering & Housekeeping Staff are Muslim who do the cleaning.
- 5) No decorations, nails, thumb-tacks or hooks to be screwed into the wall.
- 6) Anyone entering the hall must wear appropriate sport shoes and clothing. Dirty or inappropriate shoes that may spoil the wooden floor will not be allowed.
- 7) All non members participating or attending the booked event including training or practice sessions must pay a \$5 Day Pass Visitor/person/day except for Company sponsored event and Club Section's invited visiting teams to compete against Club Section's teams. ***The organiser is responsible to submit a list of non member names for security guard at least a week before the event.***
- 8) The organiser is responsible to submit a list of non member names to Club Secretary for security guard at least a week before the event.
- 9) Please be reminded on Safety Awareness at Club such as Evacuation Procedure and 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.
- 10) There are claims for damage cause during the hire etc.
- 11) The closing time of the MPH is 9 pm. For use of the amenity beyond 9 pm, a written time extension request must be submitted to the Club Manager for approval no less than two weeks in advance.
- 12) Overtime/Service Charge – 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.
- 13) 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.
- 14) Other Charges:
 - a) Jam Factory Equipment Rental – As per price list.
- 15) Brunei Shell JV Co or BS JV Co Contractor function solely for the benefit of Company & BSJV Co employees.
 - 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) Food and drinks must be catered from Panaga Club.
 - 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.

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

Name of Organiser: _____

Signature: _____

Date: _____