

APPLICATION FOR AN ACTIVITY OR A FUNCTION AND TIME EXTENSION - MAIN HALL

MEMBER'S NAME: _____ MEMBERSHIP NO: _____

DEPT / COY : _____ SECTION / BSVJ / 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 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 reason and to submit finalized guest list at least one (1) week in advance).

- **Round table (6 chairs each) - 50 / U-shaped style 25 / Cinema style - 120**

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. The room hire fee of \$250 _____ 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 confirmed after Company Manager's approval.

PLEASE INDICATE YOUR REQUIREMENT BY FILLING THIS APPROPRIATELY

	YES	PLEASE SPECIFY
USE OR REMOVAL OF GRAND PIANO WILL BE AT THE DISCRETION OF THE PMS CHAIRMAN		
POOLSIDE MEN'S / LADIES' CHANGING ROOM CLOSURE		
STAGE BLOCK (4)		
P.A. SYSTEM		
PLEASE INCREASE THE CAPACITY OF THE AIRCON		
FIXED WHITE HANGING SCREEN 84X84" (FACING TOWARDS TENNIS COURT)		
PORTABLE WHITE SCREEN (1)		
'SASCO' ADJUSTABLE HEIGHT PROJECTOR STAND ON WHEEL (1)		
DISPLAY PANELS (4) (SIZES: 700mmx1000mm & 1500mmx1000mm)		
PIN BOARD SCREENS (6) (SIZE: 4FTX8FT)		
FLIP CHARTS (6)		
MAIN HALL CHAIRS (167)		
TRESTLE TABLES (7)		
PATIO TABLES (9)		
RECTANGULAR TABLECLOTH (WHITE)		
ROUND TABLECLOTH (WHITE)		
2 SQUARE TABLES		
OTHER REQUIREMENT:		
PLEASE FILL IN A FORM SEPARATELY		
FIRE ALARMS SWITCHED OFF, IF SMOKE MACHINE IS USED. PLEASE NOTE USE OF CANDLE IS NOT ALLOWED (TWO WEEKS IN ADVANCE NOTICE IS REQUIRED)		
DISCO EQUIPMENT & SET UP/DISMANTLE - (PLEASE PROVIDE YOUR OWN TRANSPORT)		
BEAMER		
TADS - STAGE / CURTAINS / BACKDROPS / SOUND & LIGHTING EQUIPMENT		

- 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