

## PANAGA CLUB PITCH (PADANG) AND AMENITIES BOOKING FORM (UPDATED 11 AUGUST 2016)

ORGANISER'S NAME: \_\_\_\_\_ SERVICE / MEMBERSHIP NO: \_\_\_\_\_  
 DEPT / COY: \_\_\_\_\_ CONTACT NOS: \_\_\_\_\_ (O) \_\_\_\_\_ (M) \_\_\_\_\_ (H) \_\_\_\_\_  
 EMAIL: \_\_\_\_\_ SECTION / PRIVATE: \_\_\_\_\_  
 FUNCTION: \_\_\_\_\_ NO OF PERSON: \_\_\_\_\_ ADULTS / CHILDREN \_\_\_\_\_  
 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) [  ]

Facility requires (please tick):

Cricket Pitch	Football Pitch	Hockey Pitch	Rugby Pitch
Pitch Marking Yes / No	Extra Security Guards (~\$9/hr/person) Large event ~100 persons		
Please tick below item that you or your representative will be collecting from foyer security.			
<input type="checkbox"/> Sports Pavilion Changing Room Key <input type="checkbox"/> Floodlight Box Key		<input type="checkbox"/> First Aid Kit	
Details of Representative to collect the key if not the abovenamed Organiser	Member's Name	Membership No.	
Contact Nos	(O)	(M)	(H)
Other Requirements			

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

**Organiser is responsible to ensure the padang is completely clear immediately after event for next bookings. There are claims for damage cause during the use.**

I understand that the Panaga Club is authorised to deduct TOTAL NUMBER OF DAY(S) BOOKED \_\_\_\_\_ X B\$15 / B\$150\* per day = B\$ \_\_\_\_\_  
 (B\$15 or B\$150\* per day for a whole, or any part of a day) from my personal / Section / Company\* account for the use of the facility, payable to the "Sports Division – Padang Account". **No fee will be deducted if official cancellation is received two workings in advance.** Please also sign the overleaf guidelines.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For MPH Administration Use Only

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

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

TOTAL NUMBER OF DAY(S) BOOKED \_\_\_\_\_ X B\$15 / B\$150\* per day = B\$ \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
NAME:

**C.C. BOOKING LIST TO:**

Housekeeping / Supervisor : To clean inside and outside the Sport Pavilion and replenishment of toilet rolls and hand soap on the day before event and also after event either on the same day or next day.  
 Security Guard / Club HSSE Focal Point : Keys to Changing rooms and Floodlight boxes. To patrol and check against booking list provided  
 Club Caterer : To liaise with organiser on requirement.

**NOTE: MPH Staff – To check the facilities before and after event.**

## GUIDELINES FOR BOOKING/USE OF PITCH AND AMENITIES (UPDATED APRIL 2017)

### 1) HIRE FEE PER DAY FOR A WHOLE, OR ANY PART OF A DAY – WITH OR WITHOUT PITCH CHALK MARKING AND USE OF FLOODLIGHTS

- a) No fee – For Club Section use with no Padang marking requires.
- b) B\$15 – For Club Section use:
  - i) With Padang marking requires
  - ii) Articles on Padang such as tents, etc
  - iii) Padang is closed to other Sections for use.
- c) B\$150 – For Private Event by a Member or Company use:
  - i) With or without Padang marking requires
  - ii) Articles on pitch such as tents, etc
  - iii) Pitch is closed to other Sections for use.

#### **NO FEE WILL BE DEDUCTED IF OFFICIAL CANCELLATION IS RECEIVED TWO WORKINGS IN ADVANCE.**

- 2) A Section must genuinely use the booked time slots and if not regularly use, the slot shall be released for other user.
- 3) 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.
- 4) 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.
- 5) The Sports Pavilion changing rooms remain lock at all times. The organiser or authorised representative to sign out/in the key from foyer security. The organiser is responsible for the rooms whilst key is held in his/her name. The organiser is responsible for checking the rooms and locking up before returning the key to foyer security after event.
- 6) The floodlight boxes are locked at times. The organiser or authorised representative is responsible to sign out/in the key from foyer security and to switch off the lights after use.
- 7) First aid kit is available at foyer security. The organiser or authorised representative is responsible to sign out/in the items from foyer security and to return it to foyer security after use.
- 8) The Section cupboard key can be signed out/in from foyer security by authorised members.
- 9) Catering
  - a) Food and drinks must be catered from Panaga Club Caterer.
  - b) No external/outside catering shall be used on Panaga Club premises without prior MCM approval. No reimbursement if no prior approval obtained. If yes, to fill in a separate application form.
  - c) Where external/outside catering is allowed, the organiser is responsible to clear up after event otherwise a penalty of \$50 shall be imposed.
  - d) 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.
- 10) No stalls 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 application form.
- 11) Please be reminded on Safety Awareness at Club such as Lightning Strike Warning and Government law for Social Event in BSP Area.
- 12) Bouncer (if to be used) – It is the organiser's responsibility to liaise/check with the bouncer supplier on electrical safety of their blowers and extension leads.
- 13) Club Rules – 5.18.a: Club Sections may invite visiting teams to compete against Club Sections' teams in a game, match, competition or tournament using the Club's facilities and these teams may enter the Club and use such facilities consistent with the nature of the sports event without the requirement for Day Visitor passes. **(The organiser is responsible to submit a list of non member names for security guard at least a week before the event).** However, Day Visitor passes are required for training or practice sessions.
- 14) There are claims for damage cause during the hire etc.
- 15) For use of the amenity beyond 10.00 pm for Panaga Club, a written time extension request must be submitted to the Club Operations Manager for approval no less than two weeks in advance.
- 16) 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.
- 17) 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.
- 18) Other Charges: There is a charge of \$100 for function which requires Ministry of Home Affairs (MOHA) approval no less than three weeks in advance.
- 19) Prior approval should be obtained from the Permanent Secretary of the Ministry of Home Affairs via Kuala Belait District Office for any collection for public purposes, which includes charitable including fund raising, stating fully the purpose of the contributions or subscriptions and any other necessary particulars and information.
- 20) 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.
  - d) 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: \_\_\_\_\_