

**APPLICATION FOR AN ACTIVITY OR A FUNCTION AND TIME EXTENSION - PELANGI / ANNEX / GOLF BALCONY**

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

DEPT / COY : \_\_\_\_\_ SECTION / BSP / 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 book the Pelangi / Annex / Golf Balcony 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) - 40 / U-shaped style - 25 / Cinema style - 80**

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 \$250 \_\_\_\_\_ and all other charges incurred will be for (member's / Section's / BSP'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 YOUR REQUIREMENT BY FILLING THIS APPROPRIATELY

	YES	PLEASE SPECIFY
P.A. SYSTEM		
PORTABLE WHITE SCREEN (1)		
'SASCO' ADJUSTABLE HEIGHT PROJECTOR STAND ON WHEEL (1)		
DISPLAY PANELS (4) (SIZES: 700mmx1000mm & 1500mmx1000mm)		
FLIP CHARTS (6)		
CHAIRS (100)		
TRESTLE TABLES ON WHEEL(16)		
PATIO TABLES (10)		
RECTANGULAR TABLECLOTH (WHITE)		
ROUND TABLECLOTH (WHITE )		
SQUARE TABLES (1)		
BRIDGE TABLES FOR BRIDGE SECITON ONLY (17)		
OTHER REQUIREMENT:		

PLEASE INDICATE YOUR REQUIREMENT BY FILLING THIS APPROPRIATELY

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		

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 Operations 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