

**APPLICATION FOR AN ACTIVITY OR A FUNCTION - POOL / POOLSIDE
(FOR SECTION ONLY)**

MEMBER'S NAME: _____ MEMBERSHIP NO: _____

DEPT / COY: _____

SECTION NAME / POSITION: _____

i) Open to all members YES / NO (ii) If yes, you will publish at least two weeks in Club newsletter YES / NO

CONTACT NO: _____ EMAIL ADDRESS: _____

I/We wish to hold a _____ (specify your activity / function clearly) on
(day/date) _____ from (time) _____ upto _____

I/We wish to hold a _____ (specify the activity / function clearly) on
(day/date) _____ from (time) _____ upto _____

(Clubhouse closure: 10.00 pm). 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).

All charges incurred will be for Section's _____ account.

Please tick:

- [] Whole of big pool
 [] Part of big pool (please circle number of lanes required): 1 / 2 / 3 / 4 / 5 / 6
 [] Deep end of big pool [] Shallow end of big pool
 [] Whole of small pool [] Half of small pool

PLEASE INDICATE YOUR REQUIREMENT BY FILLING THIS APPROPRIATELY

	YES	PLEASE SPECIFY
P.A. SYSTEM		
PIN BOARD SCREENS (6) (SIZE: 4FTX8FT)		
OTHER REQUIREMENT:		

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

- Food and drinks must be catered from Panaga Club 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 Manager/Secretary - 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