



APPLICATION FOR THE USE OF KG SENANG CENTRE/FACILITIES

*Delete whichever NOT applicable

NOTE: Please read and understand the Rules and Regulations governing the use of Holistic Lifestyle Centre Facilities before completing the form.

I. Particulars of Applicant (For Individual)

Name of Applicant *(Mr/Mrs/Mdm/Ms)	Age:
NRIC No. *Pink/Blue <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Occupation:
Address Home:	Tel No.(Residence):
Office:	Tel No. (Office):
	Mobile No.:
	Fax No.:
	Email:

II. Particulars of Applicant (For Organisation)

Name of Organisation:	Address:
Name of Person In Charge: *(Mr/Mrs/Mdm/Ms)	Position held in the Organisation:
NRIC No. *Pink/Blue <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Occupation:
Address Home:	Tel No.(Residence):
Office:	Tel No. (Office):
	Mobile No.:
	Fax No.:
	Email:

Purpose & Nature of Activities:

Date of rental:	Purpose/Nature of Activities:
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Space Rate Only - Please tick ✓ where applicable

Area	Estimated Capacity	Rental Rate/Hour				Rental Rate/Hour			
		9am-6pm Mon-Thur		6pm-9pm Mon-Thur		9am – 9pm Fri - Sat			
		VWO ✓	Public✓	VWO✓	Public✓	VWO✓	Public✓	VWO✓	Public✓
Multi-Purpose Hall (19ft by 58ft)	60	\$20	\$40	\$30	\$60	\$40	\$80		
Therapy Room 1 (9FT BY 23FT)	15	\$10	\$20	\$20	\$40	\$40	\$80		
Meeting Room 1	8	\$8	\$10	\$10	\$20	\$20	\$40		
Meeting Room 2	8	\$8	\$10	\$10	\$20	\$20	\$40		

WVO = Voluntary Welfare Organisation Public Total: \$ _____**Equipment Rental Rates – Please tick ✓ where applicable**

Equipments	VWO Rates		Public Rates					
	One-Time	✓	First 2 Hrs	✓	S/hr Thereafter	✓	Max.	✓
Projector	\$10/day		\$15.00		\$5.00 per hr		\$40.00	
52" LCD HDTV	\$15/day		\$20.00		\$5.00 per hr		\$40.00	
DVD Player	\$5/day		\$ 6.00		\$3.00 per hr		\$20.00	
WIRELESS MICROPHONE								
MIXING CONSOLE								
AMPLIFIER								
PORTABLE SPEAKER								
HI-FI COMPONENT SYSTEM								

Note: Flipcharts, Whiteboard & OHP are complimentary on request, subject to availability

Remarks: _____ Total: \$S _____

Meals – Please tick ✓ where applicable

Service required	Price	✓	Number of persons
Breakfast	\$6 nett per person		
Lunch	\$8 nett per person		
Dinner	\$8 nett per person		
Tea Break	\$6 nett per person		

Others: _____ Total: \$S _____

Remarks: _____ Grand Total: S\$ _____

Declaration

I declare the particulars given above are true and agree to abide by the term and condition, as well as the rules & regulations governing the use of Kampung Senang Facilities. I understand that permission may be withdrawn at any time by management if there are special circumstances.

Date_____
Signature/Company stamp of applicant**For Official Use Only**

The facilities required for the period are Approved/Not Approved

Date of Deposit_____
Amount_____
Cheque No._____
Authorized Signature**Holistic Lifestyle Centre** A project of

Kampung Senang Charity & Education Foundation / 轻安村慈善与教育基金会

Registered under Charity Act No. 1372 & NCSS Membership No. 2004-011/KAM, UEN-S99SS0044C

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E-mail: email@kg-senang.org.sg. Website: www.kg-senang.org.sg

RULES AND REGULATIONS GOVERNING THE USE OF FACILITIES

1. Completed application forms should be addressed to the Management Committee of the Kampung Senang for consideration one month before the booking date. Together with a non-refundable booking deposit of \$100 or 50% of the minimum block rental whichever is higher. The applicant must be a Singapore Citizen or Permanent Resident of Singapore.
2. The facilities can only be used for the purpose stated in the application form and is subject to the approval by Kampung Senang's management.
3. The applicant who needs equipment, furniture and others rental shall pay a security deposit of \$300.00 which is refundable. The Management Committee may, however waive the payment of a deposit for VWO only.
4. Rental charges are payable in advance upon booking (minimum non-refundable deposit as above clause 1 plus full payment 5 days before the event).
5. Cost of any damages to the building, furniture, fittings and equipment that may be caused by the use of the facilities will be deducted from the security deposit. Excessive costs shall be paid to the Kampung Senang within one week of notification.
6. The booking is strictly non-transferable.
7. Any cancellation – shall give Kampung Senang at least 2 weeks' notice.
8. No refund will be made of any charges paid except when the booking is cancelled by the approving authority (i.e. Kampung Senang).
9. No form of cooking or fire is permitted outside the kitchen area. Any cooking that may cause damage to the centre compound is forbidden.
10. Additional Commission or Admin charge is applicable for joint marketing and registration service at a rate to be agreed mutually (upon discussion).
11. All organisations applying for the facilities meant for functions of an entertainment nature must obtain an Entertainment Permit from the Public Entertainment Licensing Unit. The application can only be considered after obtaining Entertainment Permit.
12. Amplifiers used shall have to be fitted with PSB's noise level reduction units, and only one loudspeaker should be positioned to face downward towards the audience so that the noise will not be carried beyond to the residences in the vicinity.
13. Motor vehicles are allowed to park in the HDB Car Park at your own expenses.
14. Smoking and Non-vegetarian meal are prohibited within the Centre compound.
15. Any sale of products or services should have prior consent from Kampung Senang.
16. No external catering is allowed.
17. No littering in the centre compound is allowed. All rubbish must be cleared immediately after events.
18. Tarpaulin tent(s) can be erected only on the eve of the functions (for outdoor events held outside Kampung Senang's premises and only meant for co-sponsor & joint event with Kampung Senang).

19. The tents, tables, chairs, etc must be removed not later than noon of the following day after the event (Refer to clause 17).
20. Removal of centre furniture, equipment or any other fittings is prohibited, unless permission of the Management Committee is given.
21. Orderliness and good conduct are to be maintained at all times.
22. Users violating any of the above conditions may render themselves liable to
 - a. eviction from the Centre
 - b. forfeiture of deposit
 - c. being prohibited from using the Centre in the future
23. The Management Committee shall not be responsible for any damage, loss of property, injury or death in the course of the function organised.
24. The Management Committee reserves the right to approve or disapprove the application and amend the Rules and Regulations from time to time without assigning.
25. Member is entitled to a 10% discount off public space rates.
26. 1 Hour allowance for setup and clearing of venue.
27. Please advise your personnel/volunteers to arrive earlier to arrange your setting of tables and chairs.