



**裕青民众俱乐部 JURONG GREEN COMMUNITY CLUB**  
6, Jurong West Avenue 1 Singapore 649520 Tel : 6567 1374 Fax : 6569 0996

Note: Please use one Application form for one event.

**Applicant:**

- (1) Kindly read thru the Rules & Regulations at Annex A before filling up the form. Applicant need to abide and agreed to the Rules & Regulations at Annex A and will need to sign after reading it. Application is subject to approval. You are advised to source for alternative premises at the same time if your application is unsuccessful.
- (2) Booking of the CC Facilities are strictly thru filling up of this application and submit over to the CC Counter for processing.
- (3) Application for **wedding event** will only **start 6 months before the date of facility usage (including day for set-up).**  
*Example: If need to book facility for 4/1/2015(including day of set-up), you may submit facility booking form starting from 5 July 2015 onwards only.*
- (4) Booking of CC Facilities will be on **First come first severe basis and also subject to availability of the facilities.**
- (5) Applicant will be notified of the booking result within 4 weeks from application date.
- (6) Successful applicant (for Wedding booking) will be invited to meet the CCMC Chairman where you will sign the Final Booking quote & make the Security Deposit payment. **An appointment will be arranged** & this will be approximately in 1-2 months' time after application submission. The full rental payment latest latest 1 month before event date.

<b>I PARTICULARS OF APPLICANT (ORGANISATION / INDIVIDUAL)</b>		
Name of * Organisation / Individual Applicant (According to NRIC) (If is a Wedding, Booking is to be done personally by the Bride, Bridegroom and/or parents with their NRIC for verification)  :  (Bride / Bridegroom / Parent*) Please circle	NRIC No. (For Individual Applicant only)  <div style="text-align: center;"> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> -                      <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/>                     - <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> </div> *Pink / Blue	
Address	Tel No. (Home)	Mobile: Office:
JURONG CENTRAL RESIDENT? <input type="checkbox"/> YES <input type="checkbox"/> NO	Email address:	
<b>II PASSION CARD MEMBERSHIP</b>		
10% discount off Rental rate rate for Passion card members only* (discount does not apply to the other Miscellaneous & Cleaning fees chargeable)  Passion card Membership charge fee: \$12.00 (5 –year membership)  *You may want to sign up only <u>after</u> receiving the outcome of this application in approximately 1 month from application submission date.	Are you a PASSION CARD member? <input type="checkbox"/> YES <input type="checkbox"/> NO <b>Membership expiry date:</b> _____  If No, would you like to apply for the Passion card to enjoy 10% discount off rental rate (not inclusive of other Miscellaneous & Cleaning fees)? <input type="checkbox"/> YES <input type="checkbox"/> NO <b>Passion card sign-up receipt no:</b> _____ <b>Date of receipt:</b> _____	
<b>III FACILITY APPLIED FOR (Please choose <u>1</u> venue only)</b>		
Please recce the venue before booking. No change of venue will be allowed once application is submitted.		
<input type="checkbox"/> MULTI PURPOSE HALL (MPH)	<input type="checkbox"/> BASKETBALL COURT	<input type="checkbox"/> ROOM (UNIT NO. _____)
<b>Purpose:</b> _____	No. of Participants: _____	
Consumption of food & drinks at the function / event? <input type="checkbox"/> YES <input type="checkbox"/> NO <b>If yes, Cleaning fees is chargeable.</b> <b>Food &amp; drinks are not allowed in the rooms.</b>		
<b>IV COOKING AT CC PREMISES &amp; <u>COMPULSORY</u> NEA LICENSE</b>		
Cooking required at CC premises: <input type="checkbox"/> YES <input type="checkbox"/> NO      If yes, cooking tent <b>will not</b> be provided by CC. <b>To self-source.</b>  Valid NEA licence submission is <b>COMPULSORY</b> at point of application. The CC <b>will not accept</b> applications without the		

licence copy attached to the application.

NEA license copy submitted?  YES  NO

NEA Licence no: \_\_\_\_\_ License Expiry date: \_\_\_\_\_

**V FACILITY BOOKING DETAILS**

*(Preparation section is for Wedding purpose. Weddings to be held only on Saturday where decoration is on Friday & must be after 10pm.)*

PREPARATION: Day / Date: \_\_\_\_\_ FROM \_\_\_\_\_ AM / PM TO \_\_\_\_\_ AM / PM MPH / BASKETBALL VENUE / Rm \_ - \_ \*

Day / Date: \_\_\_\_\_ FROM \_\_\_\_\_ AM / PM TO \_\_\_\_\_ AM / PM MPH / BASKETBALL VENUE / Rm \_ - \_ \*

ACTUAL DAY Day / Date: \_\_\_\_\_ FROM \_\_\_\_\_ AM / PM TO \_\_\_\_\_ AM / PM MPH / BASKETBALL VENUE / Rm \_ - \_ \*

Day / Date: \_\_\_\_\_ FROM \_\_\_\_\_ AM / PM TO \_\_\_\_\_ AM / PM MPH / BASKETBALL VENUE / Rm \_ - \_ \*

DISMANTLE Day / Date: \_\_\_\_\_ FROM \_\_\_\_\_ AM / PM TO \_\_\_\_\_ AM / PM MPH / BASKETBALL VENUE / Rm \_ - \_ \*

Day / Date: \_\_\_\_\_ FROM \_\_\_\_\_ AM / PM TO \_\_\_\_\_ AM / PM MPH / BASKETBALL VENUE / Rm \_ - \_ \*

Engagement of Generator package, Disposal Bins & after-event Cleaners will be by the CC & using the CC's contractors.  
Engagement of generator for wedding event is compulsory.

**VI DECLARATION**

I declare that the above particulars are true and I agree to abide by the Rules and Regulations governing the application and use of Community Club Facilities.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Official Stamp of Organisation

**FOR OFFICIAL USE**

**COUNTER STAFF DECLARATION**

This application is attended by Name of Staff: \_\_\_\_\_ on Date: \_\_\_\_\_ Staff signature: \_\_\_\_\_  
Please ensure applicant signs the Agreement at page 2.

**CCMC DECISION**

\* Approved / Not Approved

Upon approval by CCMC, only then applicant will be invited to pay the Security Deposit to secure the booking. Draft rental calculations may be given but not as indication as approval for booking.

Deadline for Full booking payment (1 month prior to event (including set-up date) or as decided by CC): \_\_\_\_\_(Date)

Rental \$ \_\_\_\_\_ Receipt No: \_\_\_\_\_ Cleaning Fee \$ \_\_\_\_\_ Receipt no: \_\_\_\_\_  
Security Deposit \$ \_\_\_\_\_ Receipt No: \_\_\_\_\_

\_\_\_\_\_  
Chairman of Management Committee

\_\_\_\_\_  
Date

**RULES AND REGULATIONS**

**Annex A**

1. The Applicant must be a Singapore Citizen or a Permanent Resident of Singapore. If wedding booking, booking is to be done personally by the Bride, Bridegroom and/or parents with their NRIC for verification & **copy of their NRICs to be attached to the application.**
2. It was decided by the CCMC that the rate for the booking of Basketball court and MPH to be revised & **that only 1 venue (either MPH or basketball court) can be booked for a wedding so that the CC courses & activities at the venue will be minimally affected.**

3. **Jurong Central residents will pay original rate of booking.** However Jurong Central residents who are **non Passion card holders will pay 10% more to the original rate.** This is to encourage them to join as Passion card members.
4. **Non Jurong Central residents will pay additional 30% more to the original rate\*.** **Non Jurong Central residents who are non Passion card holders will pay 10% more to the revised rate\***
5. **Payments are to be made in form of cheque (payable to Jurong Green CCMC) or NETs.**
6. Completed application forms should be submitted to the Jurong Green Community Club Management Committee (CCMC) for consideration, subject to availability of the facility. Only upon approval by CCMC (may take 1-2months for approval process), only then applicant will be invited to pay the Security Deposit to secure the booking. Draft rental calculations may be given but not as indication as approval for booking. Incomplete forms will be rejected.
7. A **Security deposit of \$300.00** is to be made payable to Jurong Green CCMC upon confirmation of facility. Security deposit is not applicable for room bookings (except MPH & Basket ball courts booking). The Security Deposit will only be refunded if all conditions & rules& regulations properly adhered to & must have approval from CCMC. Refund will be in form of cheque payable to the applicant name & will take a months' time to be processed.
8. **Usage of Generator (package includes 3 blue extension plugs) is compulsory** unless decided by CCMC on case by case basis. Additional blue extension plugs will have to be pre-ordered latest by 1 week before event date. Usage of CC power socket is not allowed unless by permission from CCMC & electrical power source should only be from the generator.
9. **If there will be cooking at CC premises, at point of application, a valid copy of NEA license must be submitted.** The CC has the right not to accept applications without copy of NEA license (if cooking in CC is involved). Caterers must observe cleanliness and good hygiene. Clearing fee of **\$100 + 7% GST** will be imposed for leftovers thrown into the CC drains.
10. All bookings are strictly **non-transferable.** **No refund will be made of any fees paid except when the booking is cancelled by the CCMC.**
10. **No adhesives or tapes should be used on walls. Nails, screws and hooks are not allowed on wooden, metal, concrete and curtain surfaces otherwise your Security deposit may be forfeited.**
11. **Unauthorised or illegally parked vehicles in the CC compound will be wheel-clamped or towed-away. Please inform your vendors & caterer to enter the CC via the public carpark instead of CC carpark.**
12. **SMOKING** is prohibited within the CC premises.
13. The tents, tables, chairs, etc, must be removed not later than noon of the following day.
14. Removal of CC's furniture, equipment or any other fittings is prohibited, unless written permission is given by the CCMC. **All functions must end by 10.00pm. Any overtime shall forfeit the Security Deposit.**
15. The applicant shall be held responsible for the cost of repairs to any damages to the building, furniture, fitting and equipment that may be caused during the use of the facilities. All cost shall be paid to the CCMC within one month of notification.
16. The CCMC shall not be responsible for any damage, injury and loss of property or life which may be sustained in the Community Club.
17. The CCMC reserves the right to forfeit or deduct from the deposit the appropriate amount for breach of any rules.
18. The CCMC reserves the right to amend the rules & regulations without prior notice. The decision of the CCMC is final.

#### Agreement by Applicant

I, \_\_\_\_\_ of \_\_\_\_\_ have read and understood the Rules & Regulations as stated in **Annex A & Annex B** and agree to abide by the Rules and Regulations governing the use of Jurong Green Community Club facilities.

(Applicant Name) (NRIC No.)

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Jurong Green CC Facilities booking & rental rates (As at 3 Feb 2015)**(A) BOOKING OF BASKETBALL VENUE ONLY**

## 1) Charges For Usage of Basketball Court (Decoration)

	<u>Jurong Central resident</u>	<u>Non-Jurong Central resident</u>
a) Basketball Usage for Deco	Non Passion member: \$58.85 (\$53.50+10%) Passion member: \$53.50	Non Passion member: \$76.50 (\$69.55 +10%) Passion member: \$69.55 (\$53.50+30%)
2) Charges on (Wedding Reception) – Basketball Court <u>With Fans</u>		
a) Rental of cooking area (load & unload area for cooking)	Non Passion member: \$176.55 (\$160.50+10%) Passion member: \$160.50	Non Passion member: \$229.15 (\$208.65+10%) Passion member: \$208.65 (\$160.50+30%)
b) Rental of basketball court (1 <sup>st</sup> 4hrs)	Non Passion member: \$588.50 (\$535+10%) Passion member: \$535.00	Non Passion member: \$765.05 (\$695.50+10%) Passion member: \$695.50 (\$535+30%)
c) Additional hours	Non Passion member: \$58.85/hr (\$53.50/hr +10%) Passion member: \$53.50/hr	Non Passion member: \$76.50/hr (\$69.55/hr +10%) Passion member: \$69.55/hr (\$53.50/hr+30%)

## 3) Miscellaneous Charges (Compulsory) – Basketball Court

a) Cleaning Fees for usage of Basketball Court	\$267.50
b) Cleaning Fees for loading / unloading area for cooking	\$107.00
c) Cleaning Fees for changing room (inside MPH)	\$107.00

(Rental of changing room which is inside the multi purpose hall (MPH) is only opened on the actual day of usage = Rental is FOC however cleaning fees is chargeable.)

d) Charges for 2 Bins Disposal (usage from start of cooking to end of event)	\$150.00
e) <b>Compulsory</b> Generator package (include 3 blue plugs with extension cables)	\$450.00

(Additional Blue plugs needed, 1 blue plug is chargeable at \$53.50 with extension cable included)

f) Cooking tentage not provided by CC. To self-source.

g) No PA system is provided by CC.

h) The MPH projector & screen is not for rental. Special requests to be done via email to CCMC via the CO office.

i) Usage of CC power sockets is not allowed unless permission given by the CC. The CC will not be responsible for any damages or disruptions to your wedding/ event during power trips. **Please inform your vendors to use the power from the generator.**

j) The CC will not be liaising directly with your vendors or contractors. The communication shall **only** be directly from wedding owner (applicant/ representative).

k) Please read through the rules & regulations & the final quote for compliance.

**(B) BOOKING OF MULTI-PURPOSE HALL (MPH) VENUE ONLY**

## 1) Charges For Usage of MPH (Decoration)

	<u>Jurong Central resident</u>	<u>Non-Jurong Central resident</u>
a) MPH Usage for Deco (Without Aircon)	Non Passion member: \$58.85 (\$53.50+10%) Passion member: \$53.50	Non Passion member: \$76.50 (\$69.55 +10%) Passion member: \$69.55 (\$53.50+30%)
b) Charges on (Wedding Reception) – MPH <u>With Aircon</u>		
c) Rental of cooking area (load & unload area for cooking)	Non Passion member: \$176.55 (\$160.50+10%) Passion member: \$160.50	Non Passion member: \$229.15 (\$208.65+10%) Passion member: \$208.65 (\$160.50+30%)
d) MPH (1 <sup>st</sup> 4hrs)	Non Passion member: \$1177.00 (\$1070+10%) Passion member: \$1070.00	Non Passion member: \$1530.10 (\$1391 +10%) Passion member: \$1391.00 (\$1070+30%)
e) Additional hours (with Aircon)	Non Passion member: \$117.70/hr (\$107/hr +10%) Passion member: \$107/hr	Non Passion member: \$153/hr (\$139.10/hr +10%) Passion member: \$139.10/hr (\$107/hr+30%)

## 2) Miscellaneous Charges (Compulsory) – MPH

a) Cleaning Fees for usage of MPH	\$214.00
b) Cleaning Fees for loading / unloading area for cooking	\$107.00
c) Cleaning Fees for changing room (inside MPH)	\$107.00

(Rental of changing room which is inside the multi purpose hall (MPH) is only opened on the actual day of usage = Rental is FOC however cleaning fees is chargeable.)

- e) Charges for 2 Bins Disposal (usage from start of cooking to end of event) \$150.00
- f) **Compulsory** Generator package (include 3 blue plugs with extension cables) \$450.00  
(Additional Blue plugs needed, 1 blue plug is chargeable at \$53.50 with extension cable included)
- g) Cooking tentage not provided by CC. To self-source.
- h) No PA system is provided by CC.
- i) The MPH projector & screen is not for rental. Special requests to be done via email to CCMC via the CO office.
- j) Usage of CC power sockets is not allowed unless permission given by the CC. The CC will not be responsible for any damages or disruptions to your wedding/ event during power trips. **Please inform your vendors to use the power from the generator.**
- k) The CC will not be liaising directly with your vendors or contractors. The communication shall **only** be directly from wedding owner (applicant/ representative).
- l) Please read through the rules & regulations & the final quote for compliance.

**ALL CHARGES STATED ABOVE ARE INCLUSIVE OF 7% GST.**

**(C) BOOKING OF ROOMS ONLY**

<b>Jurong Green Community Club</b>					
<b>Revised Rental rates for Facilities Usage (excl MPH &amp; Basketball courts)</b>					
*NOTE: To use our facilities, one has to be a Passion card member (5 years - \$12.00)					
FACILITIES	Block Rates		Rates per additional hour	Remarks	
	Rental per hour	Rental (2 hour blocking)			
2) Activity Room (#02-05)	(\$50.00 + 7%gst)	(\$50.00+7%gst) X 2hrs = <b>\$107.00</b>	\$100.00	Min booking of 2 hours	<b>Food &amp; drinks is not allowed as room is not carpeted</b> but food point to be set up outside the room.
3) Seminar Rm (#03-08), (#03-09)	(\$50.00 + 7%gst)	(\$50.00+7%gst) X 2hrs = <b>\$107.00</b>	\$100.00	Min booking of 2 hours	-Rental rate per hour <b>exclude</b> usage of overhead projector. Overhead projector charge at \$50.00 + 7% GST per day. <b>-No food &amp; drinks.</b>
4) Conference Rm (#03-01)	<b>No public booking is allowed.</b> Written permission & approval from CCMC is required .				
5) Activity Rm (#03-07)	(\$80.00 + 7%gst)	(\$80.00 + 7%gst) X 2hrs = <b>\$171.20</b>	\$100.00	Min booking of 2 hours	<b>-No food &amp; drinks.</b>
6) Activity Rm (#03-02) <Computer Rm>	(\$50.00 + 7%gst)	(\$50.00+7%gst) X 2hrs = <b>\$107.00</b>	\$100.00	Min booking of 2 hours	<b>-No food &amp; drinks.</b>
7) Dance Studio (#03-10, #03-11)	(\$100.00 + 7%gst)	(\$100.00 + 7%gst) X 2hrs = <b>\$214.00</b>	\$100.00	Min booking of 2 hours	-Solely for dancing activities only. <b>-No food &amp; drinks.</b>
8) Conference Rm (#03-01)	No booking is allowed. Written permission & approval from CCMC is required .				
9) Solemnization Room (#03-04)	Charges as per OnePA system	<b>Passion card M: \$53.50</b> <b>Non M: \$64.20</b>	NA		-Bookings only for Solemnization purpose & <b>to be arranged directly with Solemniser only</b> .

- 9) Consumption of food & drinks is not allowed in all rooms except the room #02-05 which is not carpeted.
- 10) Food points to be set up outside room & food & drinks consumption to be outside the room.
- 11) Cleaning fees \$100 + 7% gst is chargeable & to be paid before usage of venue.