

**RESERVATION FORM**

**Company Name**

**Company Address**

Special Request: \_\_\_\_\_

Person-in-charge: \_\_\_\_\_ Contact No.: \_\_\_\_\_

Designation: \_\_\_\_\_ Fax No.: \_\_\_\_\_

I, the undersigned, have read, understand and agree to abide by ERC's Terms and Conditions as well as agree to indemnify and keep indemnified ERC from any claims or losses. By signing this agreement, I will be responsible for complete and prompt payment of any and all costs incurred relating to the use of the facilities.

\_\_\_\_\_  
Name and Signature

\_\_\_\_\_  
Date

(For Office Use Only)

I, the undersigned, have received SGD100 as the refundable booking deposit in

Cash                       Cheque

Remarks: \_\_\_\_\_

\_\_\_\_\_  
Name and Signature

\_\_\_\_\_  
Date

**Return of SGD100 deposit (cheque)**

Received by: \_\_\_\_\_

Name and Signature

\_\_\_\_\_  
Date

## Terms & Conditions

1. A SGD100 refundable deposit is required upon booking. This deposit is fully refundable if all of the following conditions are met:
  - a. Facilities are left clean and restored to its original condition.
  - b. Facilities, equipments, furniture etc are left undamaged.
  - c. All participants leave the facilities on time, late charges are applicable.
  - d. This deposit or a portion thereof will be retained by ERC should any of these conditions are not fulfilled.
2. The full rental payment must be made upon booking in order to guarantee your booking with us
3. ERC's name shall not be advertise or use in anyway.
4. All bookings are non-transferable.
5. Any additional installation of equipment, decorations etc shall be approved by ERC.
6. Smoking is strictly prohibited within the building. If any participants of the events are found smoking within the building (except the dedicated smoking area), a SGD200 penalty will be charged.
7. Use of lighted candles, open flames or any sort of burners is strictly prohibited
8. No consumption of foods and drinks are allowed in the facility unless requested and approved by ERC.
9. ERC will not be responsible for the following:
  - a. Setting up the facilities as per the event's requirements.
  - b. Any injury to the participants during the rental period.
  - c. Any loss or damage of personal property during the rental period.
10. A minimum booking of three (3) hours is required per room per day.
11. Complimentary of one (1) hour set-up or cleaning time, subject to availability.
12. Any cancellation of the confirmed booking must be made in writing seven (7) days prior to the first day of the event in order to qualify for a 50% refund on the full rental payment.
13. All prices quoted are subject to prevailing government tax.
14. ERC reserves the rights to revise the indicative price and the terms & conditions without any given prior notice.
15. ERC reserves the right to refuse any proposed rental usage.

I, the undersigned hereby acknowledge and agree to the term and condition set out in this reservation form above.

\_\_\_\_\_  
Name and Signature

\_\_\_\_\_  
Date

**Booking Details**

<b>Date</b>	<b>Time</b>	<b>No. of Hours</b>	<b>No. of Participants</b>	<b>Room Number</b>	<b>Type of Events</b>

**Booking Confirmation (For Office Use Only)**

Total Amount Payable: \_\_\_\_\_ Invoice No.: \_\_\_\_\_

Deposit: \_\_\_\_\_ Remarks: \_\_\_\_\_

Approved By: \_\_\_\_\_  
(Name and Signature)