



**CHANGI AIRPORT RECREATION CLUB
CORPORATE FACILITY BOOKING FORM**

Name of User :	Date of Booking:
Contact No (HP or Tel) :	Time : (Booking time is inclusive of Set-up and Tear-Down)
Organisation:	Purpose of Booking:
Email:	No. of Pax / No. of Guests :

Corporate Booking For CARC Facilities

Facility	Max. Group Size	Corporate Rates	Cash Deposit (Refundable)	No. of Hrs	Total Amount	Remarks
CARC Altitude Club Lounge	50	\$150 per hour	\$150			Cash Deposit to be made over Reception
The Flight Deck	25	\$100 per hour	\$100			Cash Deposit to be made over Reception
Kallang Room	100	\$75 per hour (incl. 3 tables & 20 chairs)	NA			For more logistic, indicate form below
Paya Lebar Room	100	\$75 per hour (incl. 3 tables & 20 chairs)	NA			For more logistic, indicate form below
Seletar Room	100	\$75 per hour (incl. 3 tables & 20 chairs)	NA			For more logistic, indicate form below
The Cabin	16	\$40 per hour	NA			
The Galley	50	\$55 per hour (incl. 2 tables & 10 chairs)	NA			For more logistic, indicate form below
The Wing	30	\$45 per hour (incl. 2 tables & 10 chairs)	NA			For more logistic, indicate form below
Music Room	8	\$20 per hour	NA			
Badminton Court	350	\$75 per hour (one court)	NA			

Terms and Conditions for CARC Facilities.

- Opening hours from MON - Fri: 8.30am to 9.30pm | Sat, Sun & PH: 9.30am to 9.30pm.
- A mandatory PRE-EVENT CHECK for the ALTITUDE LOUNGE and THE FLIGHT DECK will be conducted by the CARC staff together with the User who made the booking. Any defect(s) found during the PRE-EVENT CHECK, will be indicated on the booking form by CARC staff accordingly.
- User must adhere to Booking Time provided during point of reservation.**
- User and their guest (s) should exercise due care, considerations & social responsibility to maintain the cleanliness and should not wilfully damage or remove any property from the facility.
- Any damages, stains or tear discovered after the event (Example: coffee stains, wine spillage onto carpet, fabric tear of sofa) has to be reported to CARC staff immediately.
- User is required to ensure the facility is clean and neat after usage. All trash is to be cleared to the bin centre and furniture reinstated by user before leaving.**
- CARC reserves the right to retain the security deposit to off-set any costs incurred by CARC to make good any property damages, hygienic and cleanliness of the facility. CARC will refund the remaining amount to the member after deducting the cost incurred by CARC to make good the facility, if required. In the event, that the cost incurred exceeded the security deposit, CARC reserves the right to demand from member the remaining amount.
- User and their guest (s) are required to dress in a manner appropriate to the event they attend or facilities they use.
- User are strongly advised in their own interests to undergo a medical health examination before commencing on any course of exercise at CARC.
- CARC and its employees shall not be liable or responsible for any mishap, injury accident or loss which may occur to any person while on CARC premises.
- User and their guest (s) shall adhere to Safe Management Measures (SMM) imposed by Singapore Government and its relevant bodies and enforced by CARC.
- CARC and its employees reserves the right to refuse any member and their guest(s) entry to the facilities should they did not adhere to the Terms and Conditions.
- The Management and the Club reserves the right to revise the operation hours, booking privileges, rates, terms and conditions and to restrict the usage of facilities without prior notification.

I undertake and agree to all the Terms and Conditions stipulated and that I will check all facilities and logistic items in proper working order, before and after my event, and will be responsible and bear the cost for any loss or damage to any of the listed items/facilities.

Name/ Member's ID

Signature / Date

For Office Use :

Booking Fee/Guest Fee :
Receipt No : FC

Deposit (refundable) :
Receipt No : OR

Refund of Deposit :
Receipt No : R

Additional Logistics

<u>Grey Chair (w arm rest)</u>	<u>Grey Chair</u>	<u>Blue Chair (Slim)</u>	<u>Blue Chair (Small)</u>
			
\$0.50/pc	\$0.50/pc	\$1/pc	\$0.50/pc
Quantity Required:	Quantity Required:	Quantity Required:	Quantity Required:

<u>Projector/ Projector Screen</u>	<u>Wifi Router</u> (Link up to 5 laptops)	<u>Portable Speaker/ Microphone</u>	<u>Water Dispenser</u> (19litres)
			
\$150/set	\$30/day	\$80/set	\$40/set
Required: Yes / No	Required: Yes / No	Required: Yes / No	Required: Yes / No