



**CHANGI AIRPORT RECREATION CLUB
FREE DIVISIONAL/ORGANISATIONAL FACILITY BOOKING FORM**

Name of Officer:	
CARC Membership ID:	
Contact No (HP or Tel) :	Email Address :
Division / Department / Company :	Airport Organisation :
Date of Booking :	Time : <i>(Booking time is inclusive of Set-up & Tear-Down)</i>
Purpose of Booking :	No. of Pax :

Divisional Booking For CARC Facilities

Facility	Max. Group Size	No. of Hrs	Loan Item	Remarks
CARC Altitude Club Lounge	50			
The Flight Deck	25			
Kallang Room	100			
Paya Lebar Room	100			
Seletar Room	100			
The Cabin	16			
The Galley	50			
The Wing	30			
Music Room	8			
Badminton Court <i>(Indicate C1 and/or C2 in Remarks Column)</i>	350			

Terms and Conditions for CARC Facilities

- The use of the CARC ALTITUDE LOUNGE is exclusively for CARC Ordinary & Special members.
- 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 Officer who made the booking. Any defect(s) found during the PRE-EVENT CHECK, will be indicated on the booking form by CARC staff accordingly.
- Officer-In-Charge must adhere to the Booking Time at point of reservation.**
- Officer-In-Charge 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.
- Officer-In-Charge is required to ensure the facility is clean and neat after usage. All trash is to be cleared and furniture reinstated before leaving.**
- Attendees are required to dress in a manner appropriate to the event they attend or facilities they use.
- Attendees 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 the CARC premises.
- Attendees 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 Committee reserves the right to amend the Terms and Conditions at their discretion.

Booking Policy:

- Booking is subject to availability.
- Usage of CARC Facility MUST BE for Divisional Activity/Event.
- Only one (1) calendar month in advance for Divisional Booking.
- All Attendees MUST BE from the same Division/Organisation.
- Booking form must be completed and endorsed by Director & Above (CAAS)/ Senior Vice President & Above (CAG)

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:

Approved By:

Name (Director/SVP & Above):

Designation:

Designation:

Signature/Date

Signature / Date

For Office Use:

Booking Fee/Guest Fee :
Receipt No : FC

Deposit (refundable) :
Receipt No : OR

Refund of Deposit :
Receipt No : R