



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

Name of Member :	Member's Type :
Contact No (HP or Tel) :	Email Address :
Division / Department / Company :	Airport Organisation :
Date of Booking :	Time : (Booking Time is inclusive of Set-Up & Tear Down)
Purpose of Booking :	No. of Pax / No. of Guests :

Member's Booking Rates

Facility	Max. Group Size	Ordinary/Special Member Non-Peak/ Peak (Per Hr)	Associate/ Associate Social Member Non-Peak/ Peak (Per Hr)	Supplementary Non-Peak/Peak (Per Hr)	No. of Hrs	Total Amount	Remarks
Altitude Club Lounge (Refundable Deposit of \$150)	50	Package A (2hr) - \$120 incl. \$20 Café Voucher, subsequently \$50/hr Package B (4hr) – \$200 Incl. \$80 Café voucher, subsequently \$50/hr	Package C (2hr) - \$250 incl. \$50 Café Voucher Package D (4hr) – \$400 Incl. \$100 Café voucher Promotion till 31 Dec 2023 only	NA			Café voucher to be utilized on day of event.
The Flight Deck (Refundable Deposit of \$100)	25	\$40 (2hr), subsequently \$15/hr	\$50 (2hr) subsequently \$20/hr	NA			
Jazz K Lounge	10	\$20 (2hr), subsequently \$8/hr	\$30 (2hr), subsequently \$10/hr	\$30 (2hr), subsequently \$10/hr			
Waltz K Lounge	10	\$20 (2hr), subsequently \$8/hr	\$30 (2hr), subsequently \$10/hr	\$30 (2hr), subsequently \$10/hr			
Kallang Room	100	\$40 (2hr), Subsequently \$15/hr	\$50 (2hr), Subsequently \$20/hr	\$50 (2hr), Subsequently \$20/hr			
Paya Lebar Room	100	\$40 (2hr), Subsequently \$15/hr	\$50 (2hr), Subsequently \$20/hr	\$50 (2hr), Subsequently \$20/hr			
Seletar Room	100	\$40 (2hr), Subsequently \$15/hr	\$50 (2hr), Subsequently \$20/hr	\$50 (2hr), Subsequently \$20/hr			
The Cabin	16	\$40 (2hr), Subsequently \$15/hr	\$50 (2hr), Subsequently \$20/hr	\$50 (2hr), Subsequently \$20/hr			
The Galley	50	\$40 (2hr), Subsequently \$15/hr	\$50 (2hr), Subsequently \$20/hr	\$50 (2hr), Subsequently \$20/hr			
The Wing	30	\$40 (2hr), Subsequently \$15/hr	\$50 (2hr), Subsequently \$20/hr	\$50 (2hr), Subsequently \$20/hr			
Music Room	8	\$10 (2hr), Subsequently \$5/hr	\$20 (2hr), Subsequently \$8/hr	\$10/hr			
Pool Table	5	\$4	\$5	\$6			

Terms and Conditions for CARC Facilities

1. The use of the CARC ALTITUDE LOUNGE is exclusively for CARC Ordinary & Special members.
2. Opening hours from MON - Fri: 8.30am to 9.30pm | Sat, Sun & PH: 9.30am to 9.30pm.
3. A mandatory PRE-EVENT CHECK for the ALTITUDE LOUNGE and THE FLIGHT DECK will be conducted by the CARC staff together with the Member who made the booking. Any defect(s) found during the PRE-EVENT CHECK, will be indicated on the booking form by CARC staff accordingly.
4. **Members and their guest (s) should adhere to Booking Time provided during point of reservation.**
5. Members 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.
6. 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.
7. **Members are required to ensure the facility is clean and neat after usage. All trash is to be cleared and furniture reinstated by members before leaving.**
8. 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.
9. Members and their guest (s) are required to dress in a manner appropriate to the event they attend or facilities they use.
10. Members are strongly advised in their own interests to undergo a medical health examination before commencing on any course of exercise at CARC.
11. 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.
12. Members and their guest (s) shall adhere to Safe Management Measures (SMM) imposed by Singapore Government and its relevant bodies and enforced by CARC.
13. 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.
14. The Management Committee reserves the right to amend the Terms and Conditions at their discretion.

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