1. General Booking Rules

- a. Available for booking by CAAS/CAG/CAI organization.
- b. All bookings shall be on a first-come-first-serve basis and subject to availability.
- c. Officer-in-charge may write in via email to <u>carc_staff@carc.org.sg</u>
- d. Divisional Booking is applicable only from 9am to 6pm. Booking can only be accepted one (1) calendar month in advance.
- e. Only organization-wide booking can be accepted more than one (1) calendar month in advance.
- f. Officer-in-charge shall use facility in accordance with the booking details and timing (inclusive of set-up & tear-down) and shall vacate the facility at the expiration of the booking time.
- g. The use of CARC facilities is governed by the provision of CARC and any other rules and regulations which may be implemented from time to time.

2. Cancellation

a. Write in via email to <u>carc_staff@carc.org.sg</u> or alternatively call CARC hotline @ 6542 9001.

3. Food & Beverage

a. No outside food and beverages are permitted at Club facilities. For F&B and catering services, officer-in-charge may contact CARC Café, Juressa @ 9111
8886 or alternatively via email: <u>onestorypl@gmail.com</u>.

4. Conduct

 Officer-in-charge and attendees shall conduct themselves appropriately when using the facilities. CARC reserve the right to refuse attendees who are difficult and/or uncooperative, or whose act and conduct we deem to be unreasonable & detrimental to the enjoyment, interests, well-bring and safety of the other users.

b. Officer-in-charge and attendees shall abide by all reasonable requests made by CARC.

5. Indemnity

 By using CARC facilities, officer-in-charge and attendees warrant and represent that they are physically and medically able to participate and have no physical or medical condition that would endanger their life & will not hold CARC liable for any personal injury or death arising from their usage of the CARC facility.