

To : British and Malayan Trustees Limited as trustee of Frasers Commercial Trust
438B Alexandra Road
#B1-01 ATP Centre Management Office
Singapore 119968

Attn : Ms Rosalind Yap/ Eve Chen
atp@frasersproperty.com

ATP : BBQ PIT BOOKING FORM FOR TENANTS (from 3 NOV 2018)

Tenant (Company name) : _____

Unit No : _____

Contact Person : _____

Tel No : _____

Email : _____

Date Required	No of Participants	Pit # (1 and/or 2)

Operating Hours are from 4pm to 11pm (including weekends). The rate is \$50 per pit, subject to GST, and subject to change without prior notice.

We have read the terms and conditions governing the use of ATP BBQ (a copy of which is attached in Annex A) and hereby agrees to be bound by the said terms and conditions.

We hereby enclose the following cheques :

1. My/our cheque No. [_____] for the sum of **Singapore Dollars** [_____] (**S\$** _____) in favour of **BMT – FCOT ATP Collection** being payment for the use of the BBQ on the abovementioned date(s); and
2. My/our cheque No. [_____] for the sum of **Singapore Dollars** [_____] (**S\$** _____) in favour of **BMT – FCOT ATP Collection** being payment for the deposit.

Name of Applicant

Signature of Applicant

Date of Application

Company's Stamp

ACKNOWLEDGEMENT & ACCEPTANCE OF BOOKING OF ATP BBQ

Reference No : _____

Tenant : _____

Unit No : _____

Contact Person : _____

Tel No : _____

Email : _____

Date & Time Required : _____

Refundable Deposit Paid : _____

Reservation Fees Paid : _____

Reservation accepted by : _____

Name & Signature

Date : _____



Terms & Conditions

(a) **Reservation**

- Reservation must be made in writing at least 5 working days in advance, and not more than 3 months ahead. The management may at its sole discretion, accept the said booking less than 5 working days in advance together with full payment and deposit made.
- Reservation are strictly on a first-come-first-served basis.
- To enjoy tenant's rates, applicant must be a staff or tenant at ATP and he/she must be present during the event and would be the main liaison person during the event.

(b) **Confirmation of Reservation**

- All requests to book the BBQ Pit must be confirmed in writing. Confirmation of the request will be in writing by the management. Please direct all correspondence to:

BMT as trustee of Frasers Commercial Trust
438B Alexandra Road
#B1-01 ATP Centre Management Office
Singapore 119968

- Reservation is not assignable or transferable by the applicant to a third party without Management's written consent.

(c) **Terms of Payment**

- A Full payment and deposit (for non tenant) is to be made at point of reservation.
- All cheque payments should be made payable to "**BMT – FCOT ATP Collection**"

(d) **Cancellation/Postponement of Booking**

- Any cancellation or postponement of a confirmed booking by the applicant must be specified in writing at least 3 working days in advance.
- Full payment will be forfeited if cancellation is made less than 3 working days.

(e) **Use of The Facilities**

- Smoking is not permitted anywhere within the ATP premises.
- The applicant shall permit the management's authorised personnel to enter the area at all reasonable times for purpose connected with this hiring.
- The applicant shall take reasonable measures to ensure that his invitees, guests or visitors do not create any noise, nuisance or annoyance to other occupiers or tenants at ATP.

- No electrical apparatus, fittings or instrument of any kind shall be allowed without the permission of the management.
- Applicant are responsible to bring their own BBQ equipment and any other equipment necessary to conduct their function.
- No banners, posters, notices, sticker signs or advertisements are allowed to be placed or displayed on or within the premises.
- The management reserves the right to refuse any person whose presence is undesirable.
- Users can rent their own tables/chairs for the event. All such tables/chairs must be removed from site after the event at users' own costs.
- Users are to keep the premises clean for the next group of users. Cleaning services could be rendered at a separate fee payable to the appointed housekeeping vendor of ATP.
- Users must keep the area clean and dispose all rubbish after the event. BBQ grills and ancillary equipment to be cleaned and wipe down so that it is ready for use by the next user.

(f) Indemnity of The Management and Liability

- The management shall not be held responsible for any loss of valuables or money, or any injury or accident sustained by occupants during its use.
- The applicant shall be wholly responsible for any damages within the premises and shall pay for all costs and expenses incurred to make good the damage to the original condition.
- The management shall not be liable for any loss due to any breakdown of equipment, power failure, leakage of water, fire, government restriction or act of god which may cause the BBQ pits to be temporarily closed, hiring interrupted or cancelled.

(g) General

- The applicant and his employees shall comply with all the terms and conditions stipulated from time to time by the management in relation to the use of the BBQ pits.
- The management reserves the right to amend, add, delete any of the terms and conditions herein contained from time to time.