

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 : FUNCTION ROOM BOOKING FORM

Tenant (Company name) : _____

Unit No : _____

Contact Person : _____

Tel No : _____

Email : _____

Date Required	Start & End Time	No of Participants	Nature of Function

(approximate Area: 100 sq m.)

Operating Hours (including weekends)

Daily	Time	Rates	Please tick choice of slot(s)
Full Day Session	8:00 am - 6:00 pm	\$450.00	
AM Session	8:00 am - 11:45 am	\$150.00	
PM Session	2:15 pm - 6:00 pm	\$150.00	
Lunchtime Session	12:00 noon - 2:00 pm	\$150.00	
Evening Session	6:15 pm - 10:00 pm	\$200.00	
AM / PM Session	On hourly basis (if available)	\$50.00	
Refundable Deposit (only for non tenants)		\$100 per booking	
Overtime		\$5 per minute	
Miscellaneous Charges			
Flipchart papers		\$15	Per 50 sheets or part thereof

All above rates (except for refundable deposit) are subject to GST and subject to change without prior notice.

For non-tenants, a surcharge of 20% of the above rates would be applicable.

We have read the terms and conditions governing the use of ATP Function Room (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 Function Room 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 FUNCTION ROOM

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 : _____

REFUND OF DEPOSIT – ATP FUNCTION ROOM (applicable for non-tenants only)

Reference No : _____
Tenant : _____
Unit No : _____
Function Date/Time : _____
Refundable Deposit : _____
Refunded on : _____ (Date/Time)

Tenant's Signature

ATP Management's Signature

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 Function Room 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 is to be made at point of reservation.
- A deposit of S\$100 is to be paid for each booking date which shall be refunded after the satisfactory handover of the Function Room to us.
- 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 Function room 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 stationery 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.
- Limited number of tables and chairs are available for use at no extra charges. 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.

(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 training rooms to be temporarily closed, hiring interrupted or cancelled.
- No nail, adhesives, thumb-tacks and such like materials are allowed to be used on any part of the Function room.

(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 Function Room.
- The management reserves the right to amend, add, delete any of the terms and conditions herein contained from time to time.