

## **TERMS & CONDITIONS FOR ROOMS RESERVATION**

1.
  - a. All reservation and confirmation must be dully endorsed.
  - b. Reservation by Grassroots Organisation must be endorsed by relevant authority.
2. The Management reserves the right to cancel the booking(s) and allocate the venues to another user should confirmation not be made within the validity date.
3. The Management reserves the right to reallocate the booking to other room(s) available in the event that the intended room(s) is not available for use due to unforeseen circumstances.
4. The Management reserves to right to impose cancellation charges accordingly for all cancellation done after confirmation of event date.
5. Full payment must be made at least 1 week or earlier before date of event.
6. Payment shall be made by Cash / Visa or MasterCard only. All Cheque payment should be made payable to "THE GRASSROOTS' CLUB" at least 2 weeks or earlier before date of event.
7. Only Blu Tack is allowed. All decorations must be removed immediately after the event.
8. User and their guests must strictly adhere to all Rules and Regulations of the Club. They should also be properly attired in accordance to Club's Dress Code.
9. User and their guests will be liable for any damage of Club's property caused by them or their guests in the Club premises and to property adjoining the premises.
10. The Club shall not be responsible for any damages, loss or theft of any article or property of any user or their guests left in the Club's premises. No articles or property shall be entrusted to the care of any Employee or The Management of the Club.
11. The Club shall and will not be held repsonsible for any injuries sustained during the events or activities.
12. Club Rules – Dress Code upon entering the Club
  - a. No Singlets, Tank –Tops and Hot Pants
  - b. No Japanese Slippers, Flip-Flop and Golf Shoes
  - c. No Aerobic or Sports Attire (Members & Guests are to change their sports attire at the respective facilities)
13. General Rules – Members & Guests should:
  - a. Keep the Club clean, neat and tidy
  - b. User and their guests are not allowed to remove any property/equipment out of the Club
  - c. Exhibit good conduct and behavior at the Club at all time

**AGREED & ACCEPTED BY**

\_\_\_\_\_  
Name, Signature & Company Stamp