

ROOM BOOKING APPLICATION

Part 1 – Company/ Applicant Details

<u>Company Name:</u>			
<u>Billing Address:</u>			
<u>Name of Applicant/ Contact Person:</u>		<u>Designation:</u>	
<u>Contact Number (Mobile):</u>		<u>E-mail Address:</u>	
<u>Contact Number (Direct Line):</u>			
<u>Contact Number (Fax):</u>			

Part 2 – Booking Details

<u>Title of Training / Events:</u>			
<u>Type of Training Room</u> (Please indicate ✓):			
<input type="checkbox"/>	Classroom C1 (Capacity: Up to 20 seats)		
<input type="checkbox"/>	Classroom C2 (Capacity: Up to 24 seats)		
<input type="checkbox"/>	Classroom C3 (Capacity: Up to 10 seats)		
<input type="checkbox"/>	Classroom C4 (Capacity: Up to 10 seats)		
Commencement Schedule		Completion Schedule	
Start Date	Start Time	End Date	End Time

Upon signing this submission, the applicant is deemed to have read the “General Terms and Conditions” governing the use of CCCS’s training room/ facilities and hereby agree to be bound by the said terms and conditions.

Signature (&/or Company Stamp):

Date:

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SSIS Training Room Rental Rates			Rental Rate Per Block (\$\$)		
Room Name	Floor Size	Maximum Capacity	9:00 am – 13:00 pm	14:00 pm – 18:00 pm	18:30 pm – 22:30 pm
C1/ C2	30.6/ 38.1 m ²	20/ 24	80.00	80.00	70.00
			150.00 [#]		
			220.00		
C3/ C4	15.3 m ²	10	60.00	60.00	50.00
			100.00 [#]		
			150.00		
					[#] Promotional Rate
Complimentary training aids:			Complimentary Service(s):		
<ul style="list-style-type: none"> ➤ Projector & Screen ➤ Whiteboard, with Markers 			<ul style="list-style-type: none"> ➤ Mineral Water Dispenser 		

General Terms & Conditions

1. ROOM ARRANGEMENT

- a. Room facilities comes with chairs, writing tables/ desks, overhead projector & screen.
- b. The applicant may re-arrange the seating arrangement, subject to the maximum capacity of the room.
- c. The Applicant will undertake to return the training facilities in the same good order and condition as at the time of handover. Any changes or damage to the premises, equipment, furniture and fittings caused by the Applicant, his agents, participants or audience shall be compensated by the Applicant to CCCS, who shall determine the charges.
- d. The applicant shall be allocated an allowance of 15 minutes for preparation prior to the start time, and an additional 15 minutes after the end time.
- e. Food and beverages (includes any other forms of liquids except otherwise stated), are permitted to be consumed within the training room. However, onus to ensure cleanliness & tidiness of the classroom rest on applicant/ trainer assigned.
- f. CCCS staff accepts no responsibility for any injuries, loss and/or damage to any persons and/or articles during the total booking period.

2. APPLICATION FOR RENTAL

- a. All requests to rent CCCS's training room(s) must be confirmed in writing using this application form, and will have to reach CCCS at "**1 Sophia Road, Peace Centre, #06-26, Singapore 228149**".
- b. Bookings are not transferable.
- c. Confirmation of the requests will be in the form of an invoice issued by CCCS.
- d. Usage of the room shall not include activities that are religious in nature and participants must be aged 16 and above.
- e. CCCS may, in its absolute discretion, grant, refuse or withdraw its approval for use of the Training Rooms, for any improper room use.

3. TERMS OF PAYMENT

- a. CCCS reserves the right to change the rental rates by giving 3 working days' prior notice to the applicant.
- b. Unless otherwise agreed to, all rental payments shall be made to CCCS at least 3 calendar days before date of usage.
- c. We accept payment by cash/ cheque only.
(Cheque payment is to be crossed and made payable to: "**CCCS International Learning Institute Pte Ltd**")
- d. All prices will not include the Goods & Services Tax (GST) of 7%.

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4. CONFIRMATION OR CANCELLATION OF BOOKING

- a. Any cancellation or postponement of a confirmed booking by the Applicant must be specified in writing to CCCS.
- b. No refund will be given for cancellation of booking unless written notice is given at least 5 working days before the start date.
- c. Confirmation of the room reservation is guaranteed only upon the payment of training room booked.
- d. Payment made for the training room booked is non-refundable and non-transferable.

5. PRIVACY POLICY

Upon submission of this document, the applicant will be deemed to have given **clear and unambiguous** consent for CCCS to obtain and process personal data/ information required for training room enquiry(s) and room booking/rental purposes.

For Official Use

<u>Bill to:</u> Personal / Company		<u>Invoice No:</u>	<u>Receipt No:</u>
<u>Total Payment:</u> S\$	<u>Payment via (please tick):</u> <input type="checkbox"/> Cash <input type="checkbox"/> Cheque		<u>Bank:</u>
			<u>Chq No:</u>