

# Church of St Vincent de Paul

## Booking of Cafe – Level Two

Please fill in all the particulars in BLOCK LETTERS. Where not applicable, please indicate N/A.

Applicant's Particulars		
Name of Applicant		NRIC:
Address:		
Home Tel:	Office Tel:	Mobile:
Type of Function:	Date of function:	Time: From to

HOUSE RULES
1. Any form of adhesive, sticker, tapes and staples are <b>NOT ALLOWED</b> on any furnishings, walls or pillars. There shall be no attachment of any materials of any kind (e.g. balloons, decorative items, etc.) on the ceiling.
2. <b>NO THROWING OF CONFETTIES OR PARTY POPPERS WILL BE ALLOWED.</b>
3. Volume of music, CD player and other electronic equipment must be kept at a reasonable level.
4. Tables are <b>NOT to be shifted</b> out of the position.
5. The Applicant shall undertake the responsibility to instruct the caterer to <b>dispose all garbage bags</b> connected to the function. All garbage bags must be disposed in the large bins located by the driveway, outside the church gate. Cleaning up of the place including disposing all litter, left-over food, etc., shall be undertaken immediately after the function has ceased.
6. The applicant is specifically reminded to stop all activities before 10pm and <b>vacate by 10pm.</b>
7. The air-conditioning and lights will be switched on only <b>½ hour</b> before the commencement of the function.
8. The applicant must liaise and book with the parish office for the setup time.
9. The applicant shall be liable for any damages, injuries or other losses arising from the acts of the applicant or his/her guests, suppliers and contractors whether negligent or otherwise.
10. Please be informed that smoking is NOT permissible in the Café, foyer, stairwell and elevator landing. This is governed by the laws of Singapore prior and reinforced from 1 July 2006.

**The rate for the use of the air conditioned cafe (max 250 guests – as approved by SCDF) will be at \$260 for the 1st hour. 2nd hour onwards will be charged at \$200 per hour.**

**The rate for the use of the open air café (max 40 guests – as approved by SCDF) will be at \$130 for the 1st hour. 2nd hour onwards will be charged at \$100 per hour.**

I will be using the café / open-air café (delete accordingly).

Number of hours required: \_\_\_\_\_

Total: \$ \_\_\_\_\_ \*

Number of expected guests: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature

**\* Please note that payment is to be made in full upon application in order to secure your booking on a first come, first served basis.** Cash or cheque payments accepted. Cheque payments are to be made payable to 'Church of St. Vincent de Paul'. Write your name, date of function and specify the event you are making payment for at the back of the cheque.

For official use only:

Name of person collecting payment:	Signature:
Cash / Cheque No.*:	Date of Receipt of Application:

### IMPORTANT: Compliance with Guidelines for the Protection of Personal Data

In filling this form, I consent to:

- (a) The collection, storage, retention, adaptation, modification, reading, retrieval, use, transmission, blocking, erasure or destruction ("Processing") of the personal data provided by me in this Form ("Personal Data");
- (b) The church entity processing my Personal Data for the purpose of my employment with the church entity or for the purpose of a contractual relationship with it.
- (c) The church entity transferring my Personal Data to other church entities within the Catholic Archdiocese of Singapore.