

YEW TEE COMMUNITY CLUB RULES & REGULATIONS FOR THE USE OF FACILITIES

1. The Yew Tee Community Club (CC) is open daily from 9.00am to 10.00pm. (Closed on Public Holidays)
2. Bookings for private functions such as Weddings or Birthday Celebrations are subjected to the availability of the facility. Bookings for other functions are subjected to the prior approval of the Yew Tee Community Club Management Committee (CCMC). All functions must start no earlier than 9.00am and end by 10.00pm.
3. The facility can only be used for the approved usage as stated in the application form. No religious or political functions in whatever form are allowed to be held in the CC premises.
4. Bookings can be made up to 6 months in advance. The applicant is required to fill up the application form and submit to the Yew Tee CC at least one month prior to the proposed date of use.
5. A deposit of S\$100 (for Other Facilities); S\$400 (for Multi-Purpose Hall) must be made once the application is approved. Full payment is required to be paid at least one week prior to the date of use. Application is strictly non-transferable.
6. The applicant is not allowed to move or shift any facilities/equipment/systems within the facility, unless prior approval had been sought by the Yew Tee CCMC.
7. Any form of adhesive materials, including usage of stapler or banner on hall sound proof wall, or pasting of decorative materials are strictly prohibited.
8. Food caterers or contractors are not allowed to carry out any washing of any kind within the CC's premises.
9. The applicant is to ensure that all preparation of food is done at the designated cooking area only and must be kept clean, neat and tidy. The area concerned must be washed thoroughly if catered food is being served.
10. No littering within the CC's premises is permitted. All food waste or leftovers must be hygienically packed and disposed to the designated rubbish point. They should not be thrown into the drains, toilets or left lying in the CC premises.
11. Tentages are permitted to be erected. Tables and chairs are only permitted to be shifted into the CC one day before the date of use. All tentages, tables and chairs have to be cleared away by noon the following day.

12. The applicant is to use his/her own generator to run extra lighting if he/she requires.
13. The applicant is to ensure that all guests / persons maintain orderliness and good conduct at all times.
14. No one is allowed to use uncensored materials, compact discs (CDs), video CDs (VCDs), CD-ROMs which infringe intellectual property rights. Such act shall be ensured that it is not carried out. Anyone who uses CDs/VCDs/CD-ROMs must obtain a Temporary Video Business License issued by the Media Development Authority (MDA) and display it prominently at the facility throughout the booking. The videos used at the facility must also carry a certificate or an exemption number issued by the MDA.
15. Please note that no refund will be given once the fee is paid in partial or full, except in cases where the booking is cancelled or rescheduled as deemed necessary by the Community Club (CC) or the People's Association (PA).
16. The Yew Tee CCMC and the staff shall not be held responsible for any damages, loss of properties, injury or death arising from or in relation to rental of the facility.
17. The applicant is fully responsible for any damages to the CC's facilities/equipment/systems during the period of use. Compensation for any damages within the CC's premises must be made within 14 days from the date of notice issued by the Yew Tee CCMC.
18. The Yew Tee CCMC reserves the right to approve or disapprove any application and amend the rules & regulations without prior notification nor reason.
19. Applicants who violate any of the rules and regulations will not be permitted to rent any facility in future.
20. The CC management reserves the right to forfeit the deposit should any of the above rules are breached, and impose additional penalty charges or take further action should there be any damage to the CC premises, properties, or whatsoever.

1 March 2009