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**APPLICATION FORM FOR THE USE OF L'TERRACE – BANQUET SUITE**

Name of Applicant : \_\_\_\_\_

Block No. : \_\_\_\_\_ Unit No. : \_\_\_\_\_

Contact Nos. : \_\_\_\_\_(Res) \_\_\_\_\_(Off) \_\_\_\_\_(Hp)

Time of Booking : (AM)1000 hrs to 1500 hrs  
(PM) 1700 hrs to 2200 hrs (Mondays to Fridays)  
(PM) 1700 hrs to 2300 hrs (Saturdays, Sundays and Public Holidays)

Date of Booking : \_\_\_\_\_

Purpose of Booking : \_\_\_\_\_

No. of People Attending: \_\_\_\_\_

Please note that a refundable deposit of **S\$100.00** is to be placed with the Management Office upon booking of the \* L'Terrace – Banquet Suite, you may place the deposit cheque. Cheque deposit should be made payable to **“THE MCST PLAN NO. 4058”**.

I/We hereby wish to reserve the \* L'Terrace – Banquet Suite on the above-mentioned date and time. I/We agree to abide by the rules & regulations governing the use of the suite as stated in the House Rules of L'VIV. I/We also understand and agree that our refundable deposit of **S\$100.00** will be deducted in part or forfeited in full should I/we fail to clear all debris, leave the room dirty and untidy after usage, cause any damage to the room or fail to use the \*L'Terrace – Banquet Suite after I/we booked it.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date

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For Office Use :--

Deposit paid by : Cash \_\_\_\_\_  
Cheque (Bank \_\_\_\_\_ Cheque No. \_\_\_\_\_)

\_\_\_\_\_  
Name & Signature

\_\_\_\_\_  
Date received

**“By providing your personal data to us, you agree that MCST 4058 may collect, use and disclose such information for security and monitoring purposes. You further agree that such information may be disclosed to MCST’s related corporations and third parties who provide services to MCST 4058.”**

Handing over of the \* L'Terrace – Banquet Suite after use to the Management in \*good order/not in order.

Remarks : \_\_\_\_\_

Acknowledged by : -

Name and Signature : \_\_\_\_\_ Date : \_\_\_\_\_

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Refund of Deposit

I / We hereby acknowledge the receipt of the refund of S\$ \_\_\_\_\_ via cash  
(cash/nexus/ \_\_\_\_\_ / cheque (Bank \_\_\_\_\_ Cheque No. \_\_\_\_\_))

\_\_\_\_\_  
Name & Signature

\_\_\_\_\_  
Date Received

\* Delete which is not applicable.

**Checklist for \*L'Terrace – Banquet Suite**

<b>Item</b>	<b>Qty</b>	<b>Before</b>	<b>After</b>	<b>Remark</b>
Miele Nespresso Coffeemaker	1			
Miele Microwave-Oven	1			
Miele Wine Cellar	1			
Cocktail Bar with Sink	1			
Wooden Dining Table	1			
Chairs	10			
L-Shaped Couch with Pillows	1			
Laid Back Chairs	2			
Wooden Center Table / Coffee Table	1			
Fermax Intercom	1			

- Please Tick (√) if all items are in good working condition
- Please indicate (X) for items which are not in good working condition

**Before Use,**  
**Owners / Tenants, please acknowledge before use of the facility**

\_\_\_\_\_  
**Name & Signature**

\_\_\_\_\_  
**Date**

**After Use,**  
**Checked By:**

\_\_\_\_\_  
**Security Officer Name & Signature**

\_\_\_\_\_  
**Date**