# 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 to Abide** |
|---|
| 1. Any form of adhesive, sticker or tapes are not allowed 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. The volume of music, CD player and other electronic equipment shall be kept at a reasonable level. |
| 3. The Applicant shall undertake the responsibility to ***instruct the caterer to dispose all garbage bags connected to the function. All garbage bags must be disposed in the large wheelie bins located by the driveway, outside the church premises***. Cleaning up of the place including disposing all litter, left-over food, etc., shall be undertaken immediately after the function has ceased. |
| 4. The applicant is specifically reminded to stop all activities (whether rehearsal or setting up the place ) by ***10 pm***. |
| 5. The air-conditioning and lights will be switched on ***one hour*** before the commencement of the function. |

**The rate for the use of the cafe will be at $200 per hour (max 200 guests).**
**The rate for the use of the open air café will be at $100 per hour (max 40 guests).**

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

Number of hours required: _____ Total: $_____
Number of expected guests: _____

_____ Date: _____
Applicant's Signature

For official use only:

| Person in charge of the function | Name: | Tel: |
|---|---|---|
| Cash/ Cheque No.*: | Date of Receipt of Application: | |

**** Payment is to be made in full upon application.***