



THE
SINGAPORE ISLAND
COUNTRY CLUB

~~ Terms & Conditions ~~

1. Booking may be made through the telephone to the Marketing & Communications Office, but must be confirmed in prescribed forms not later than 7 days before the date of function. Last minute bookings may be accepted if the venue is available. For private Golf Competition, confirmations for catering arrangements are subjected to the approval from our Golf Section.
2. Charges are firmly based on the confirmed total number of persons / tables. Any cancellations should be given in writing and reach the Assistant Manager of Marketing & Communications at least 7 working days prior the function. In the event of failure to notify cancellation, the Club will debit member accordingly:-
 - i) Within 7 working days - 20% of the total value of the function
 - ii) Within 48 hours - 50% of the total value of the function
 - ii) Within 24 hours - 100% of the total value of the function and other expenses that may have been incurred.
3. In the case actual attendance falls below the confirmed no. of persons / tables on the actual day, the member will still be charged based on the confirmed number of persons / tables. If the actual attendance is more than the confirmed number of persons / tables, the member will be charged according to the number of actual attendees / tables.
4. Applicants (member) will be responsible for the conduct of the attendees. Applicants (member) must seek The Management's approval before making arrangement for a private band performance or any other form of performance. He/she shall be responsible for obtaining any entertainment license, etc., which is required in accordance with the public entertainment act.
5. No gambling of any form is permitted.
6. Permission must be obtained from the Marketing & Communications Office before decorating the halls. Nails, screw, etc., cannot be used on the walls, floor or ceiling. All decorations put up must be cleared immediately after the function.
7. All damages to or defacement of Club's property or fixtures, howsoever caused, must be made good by the applicant. The applicant will also be responsible for any loss or breakages of glasses, crockery, bottles, cutlery, equipment, etc.
8. It must be understood that no form of advertising is permitted during the function and that no banners, flags or other media are displayed anywhere in the Club premises without first obtaining the permission from the Management.
9. The Club will not be liable for any loss or injury suffered by any member of the public attending the function howsoever caused, anywhere in the Club premises including the car parks. The cars will be parked at owners' risks.
10. The Club reserves the right to refuse admittance to any persons(s) who is not a member of the Club without stating any reason.
11. All function must end at the following times:

Breakfast	10:30am	Lunch	2:30pm
High Tea	6:00pm	Dinner	10:30pm

Any extension beyond the above times must be made with prior arrangement to the Marketing & Communications Office.
12. Corkage charge for hard liquors & wines at our published rate. No other beverages to be brought in for consumption in the function room without prior arrangement from the Marketing & Communications Office.

Postal Address

Thomson Road P.O. Box 50 Singapore 915702

Bukit Location

240 Sime Road, Singapore 288303 Tel : 6466 2244 Fax : (65) 6466 9709

Island Location

180 Island Club Road, Singapore 578774 Tel : 6459 2222 Fax : (65) 6458 3796

E-mail : sicc@pacific.net.sg *URL* : <http://home.pacific.net.sg/~sicc>