



BANQUET & EVENT TERMS & CONDITIONS

Booking

1. Bookings by corporate clients, reciprocal club members and SPC members' guest are subject to approval by management.
2. All bookings must be made in writing using facilities booking form and submitted to the events department at least 12 working days in advance on a first come first serve basis. The Club reserves the rights to reject the booking that is done less than 12 working days.

Security and Conduct of event

1. Singapore Polo Club does not provide security in the meeting and function space and all personal property left in the meeting or function space is at the sole risk of the owner.
2. It is advised that attendees and guests are responsible for safekeeping of their personal property.
3. The Singapore Polo Club reserves the right to inspect and control all private functions.
4. It is expected to begin your function at the scheduled time and agree to have your guests, invitees and other persons vacate the designated function space at the closing hour indicated. Singapore Polo Club has the right to charge additional expenses incurred due to failure to comply with these requirements.
5. All displays and decorations proposed by the patrons shall be subject to the approval of the club.
6. A discretionary cleaning fee may be applied to your account if rooms are left in an unsatisfactory state.

Liability & Indemnity

1. The hirer is responsible for any damage to the Club caused by your attendees, vendors, contractors or agents.
2. The hirer is responsible and shall reimburse the club for any damage, loss, or liability incurred by the club, done by any of your guests, or any persons or organisations contracted by the customer to provide a service or goods for the customer, before, during, or after the function
3. **Others**
 1. Parking charges of \$2.50 (Nett) applies for non-registered vehicles. This is applicable to non- members of Singapore Polo Club.
 2. Limited parking available at Singapore Polo Club. Alternate parking option available at SLF Building.

I, _____, the undersigned, understand and agree to the terms and conditions outlined above.

Authorised Signature

Organisation Name

Date