

Terms & Conditions

1.0 Cancellation

1.1 There will be no refund on cancellations of confirmed bookings.

2.0 Upgrading of Room

2.0 Upgrading may be granted at a further cost, subject to room availability.

3.0 Checking In / Out

3.1 Check-in time is between 3pm – 6pm. (Room availability is subject to cleaning schedules)

3.2 In the event of unforeseen circumstances, the rooms allocated to you may be unavailable at the time; additional waiting time may be expected.

3.3 Rooms are allocated based on availability.

3.4 Check-out time is strictly before 12 noon. Late charges may be imposed for late checkouts.

3.5 The person who is making the room reservation must be strictly aged 18 years old and above.

3.6 Members/public officers who made the booking must be present during check-in/out.

3.7 Valid membership / Public Service ID are required during check-in.

3.8 A \$100 refundable deposit by Cash is chargeable for Suites.

3.9 A \$200 refundable deposit by Cash is chargeable for Villas.

3.10 Deposit is strictly to be made by Cash for ease of refund.

3.11 Checked-in guests will be furnished with an inventory cost. Guests must check the inventory list and report any discrepancies within 30 minutes of checking in.

3.12 To comply with the maximum occupancy rule (see 4.1), guests staying overnight are required to be registered during check-in.

3.13 Please call the front desk prior to check-out so that arrangements can be made.

4.0 Occupancy

4.1 Strictly no smoking in the room.

4.2 To maintain the serenity and exclusivity of the premises, the maximum number of guests in the room (after 12MN) is as follows:

4.2.1 Single Suite : 4 Pax

4.2.2 Family Suite: 6 Pax

4.2.3 Villas : 12 Pax

4.3 The Club reserves the right to evict guests who are not registered in the occupants list, or found violating the Club's rules.

4.4 No change of linen for single night stay.

4.5 After 12MN, occupants must maintain the peace and serenity within and around their rooms. The Club will evict guests if the rooms are noisy or rowdy.

4.6 Occupants are not allowed to install any unauthorised electrical wiring or private audio-visual equipment in the rooms without prior approval from the Club management.

4.7 Smoking is not permitted in all areas of the Clubhouse, except in designated areas.

4.8 The Club will not be responsible for any loss or damage to property belonging to occupants, nor be liable for any injury or death suffered by the occupants during their stay on the Clubhouse premises.

4.9 Occupants are requested to keep the rooms and surrounding premises clean at all times.

4.10 Occupants will have to make good for items that are damaged or lost. Payment will be made according to replacement or repair cost: the amount will be deducted from their deposit.

4.11 Replacement of key card is at \$20 per card.

4.12 Any illegal activities will be reported to the police.

5.0 BBQ Pits

Suites: Rooftop BBQ (6 Pits available)

- 5.1 Guests are advised to book their BBQ pit in advance to avoid disappointment.
- 5.2 Booking of rooftop BBQ pit is via email or telephone.
- 5.3 BBQ pit payment is non-refundable.

	Non-Peak	Peak
Members	\$18	\$28
Non Members	\$30	\$50

Villa: within Villa Compound

- 5.4 Each Villa is equipped with a Gas BBQ pit. (Gas will be provided)
- 5.5 A booking fee is applicable for the pit.

	Non-Peak	Peak
Members	\$18	\$28
Non Members	\$30	\$50

6.0 Carpark

- 6.1 Guests will receive the following for complimentary parking:
 - Single Suite : 1 coupon per night stay
 - Family Suite: 2 coupons per night stay
 - Villa : 3 coupons per night stay

- 6.2 Each coupon is valid for a single exit.
- 6.3 Additional coupons can be purchased at \$10 each.

7.0 Swimming Pool Access

- 7.1 Complimentary swimming pool passes will be issued upon check-in:
 - Single Suite : 2 swimming pool passes per night stay
 - Family Suite : 4 swimming pool passes per night stay
 - Villa : 6 swimming pool passes per night stay
- 7.2 Each pool pass is valid for a single entry.
- 7.3 For any additional pool access, each room key card allows up to four guests to utilise the pool, but guests will be required to pay \$1 (non-peak) / \$2 (peak) upon entering the pool.

8.0 Pets on Site

- 8.1 Pets are not allowed within the rooms and Clubhouse premises.

9.0 F&B on Site

- 9.1 Pungent food such as durians is not allowed to be consumed within the rooms and the Clubhouse premises.
- 9.2 BBQ pits are available for booking on a first-come-first-served basis.
- 9.3 The Club offers catering services. External catering is subject to the approval of the Club management and an administrative fee of \$150 applies.

10.0 Booking

- 10.1 Members are entitled to 120 days in advance booking.
- 10.2 Non-members are entitled to 60 days in advance booking.
- 10.3 All reservations made are strictly not for resale, or to gain profit out of it. If you have purchase your unit from other platforms, please notify us immediately.
- 10.4 The Club reserves the right to change the booking or provide alternatives under unforeseen circumstances.

****IMPORTANT NOTE:** The applicant undertakes not to carry out any illegal or immoral activities. The Club reserves the right to stop an event from being carried out or end an event prematurely if it is found that the nature of the event is different from what was declared in the application form or events which the Club fees are not in line with its image, policies or practices or any activities during their event/function bookings which the Club deems as a nuisance or obstruction to the Club, other club members or the residences in the vicinity. No refunds shall be made for all such cases.

In compliance with the PDPA rules, we would like to seek your consent to allow The Club to contact you at the contact number(s) and other contact information(s) on this application form with regards to your above facilities booking when required.

I, below mentioned signatory, hereby confirm that the above selection has been made by me and that this selection will remain effective until I inform Civil Service Club of any changes OR one week after date of event, whichever comes first. Any changes will be made through an email/phone request and will supersede any previous submissions made by me. I declare that I have read and understood all the terms as stated above.

Signature of applicant

Date