

# SINGAPORE JAIN RELIGIOUS SOCIETY

Srimati Nirmalaben Chandulal Deshi Jain Sthanak

18 Jalan Yasin, Singapore 417991 • Katong P.O. Box 106, Singapore 914304

Phone: 6742 7829 • Email: sjrs@sjrs.org.sg



## REQUEST FOR USE OF JAIN STHANAK

This form is to be filled out by any SJRS Member who wishes to use the SJRS's premises @ 18 Jalan Yasin, Singapore.

### APPLICANT'S PARTICULARS

Name of Member:			
Residential Address:			
Tel (Home):		Fax (Home/Office):	
Tel (Mobile):		E-mail:	
Period of use:	From: _____ (Date - DD/MM/YY)	To: _____ (Date - DD/MM/YY)	
Timing:	From: _____ (Time - AM/PM)	To: _____ (Time - AM/PM)	

### USAGE REQUIREMENTS

<b>Applying on Behalf of Another Person / Organization (Tick One)</b>			
YES <input type="checkbox"/>	NO <input type="checkbox"/>	IF YES - Provide Name of Person / Organization	
<small>(Please provide description of principal activity/event &amp; state if for RELIGIOUS or NON-RELIGIOUS use)</small>			
<b>PURPOSE:</b> (Tick One)	RELIGIOUS <input type="checkbox"/>	NON-RELIGIOUS <input type="checkbox"/>	
Number of Guests <input type="text"/>	Pax <input type="text"/>	Open to All Members (If NO means by Invitation Only)	YES / NO
<small>Indicate Location (Tick Either or Both below)</small>			
1st Storey Rooms / Function Hall <input type="checkbox"/>	2nd Storey Prayer / Multi-purpose Hall <input type="checkbox"/>		
Food to be Served	YES / NO	Carpets	YES / NO
Cooking Facilities	YES / NO	Chairs	YES / NO
AV Equipment	YES / NO	AV Equipment	YES / NO
Tentage *	YES / NO	<small>(If YES - Please provide brief list of what is required)</small>	
Extra Chairs/Tables *	YES / NO	1) 2)	
<small>* Tentage, Chairs / Tables should be arranged by applicant OR ordered directly from our regular vendor</small>			

### IMPORTANT NOTES

- 1) THE USE OF THE PREMISES IS ON A FIRST COME FIRST SERVED BASIS.
- 2) ALL PERSONS ENTERING /USING THE PREMISES MUST ABIDE BY THE RULES SET FORTH IN THE ATTACHED DOCUMENT.
- 3) ONLY JAIN FOOD SHALL BE BROUGHT INTO / COOKED / CATERED / SERVED IN THE PREMISES.
- 4) DUE CARE SHALL BE TAKEN IN HANDLING THE FURNITURE & FITTINGS LOCATED WITHIN THE PREMISES. ANY/ALL DAMAGE(S) SHALL BE REPORTED IMMEDIATELY AND SHALL BE THE SOLE RESPONSIBILITY OF THE APPLICANT.
- 5) ALL KEYS ISSUED SHALL BE RETURNED AT THE CONCLUSION OF ACTIVITY / EVENT.
- 6) UPON CONCLUSION OF THE ACTIVITY/EVENT, THE PREMISES SHALL BE CLEANED UP (BY THE APPLICANT OR HIS REPRESENTATIVES) TO THE SATISFACTION OF THE CARETAKER.
- 7) APPLICANT MUST ENSURE THAT PARKING BY GUESTS IS ORDERLY AND THERE IS NO OBSTRUCTION TO THE TRAFFIC FLOW ALONG 18 JALAN YASIN

I HAVE READ THE ATTACHED RULES & REGULATIONS FOR THE USE OF THE STHANAK AND AGREE TO ADHERE TO THEM

YES, I would like to DONATE to SJRS ---> (Amount: \$ \_\_\_\_\_)

Signature of Member:	Date of Application:
----------------------	----------------------

### \*\* This section to be filled in by Management Committee representative.

Application Received _____ (Date)	Approved YES / NO _____ (Date)
By: _____ (Name of MC)	By: _____ (Name of MC)