



Singapore Khalsa Association



Application for the use of Premises

Note: Please read and endorse on the rules and regulations governing the use of Association facilities before completing the application from.

Particulars of Applicant (individual)

Name of applicant * (Dr/Mr/Mdm/Miss/Ms):	SKA Life/Associate Life Membership No:
Nric No: *Pink / Blue	Occupation:
Home Address:	Preferred Contact No: Alternate Contact No: Email Address:

Particulars of Applicant (organisation)

Name of Organization:	Office Address:
Name of Person Responsible* (Dr/Mr/Mdm/Miss/Ms):	Position held in the organization:
Nric No: *Pink / Blue	Preferred Contact No: Alternate Contact No: Email Address:

Event

Wedding Reception/Birthday/Sangeet/Others If Others State Type: _____	Name Of Celebrant: _____ Celebrant's Relationship to Applicant: _____
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Singapore Khalsa Association



Booking Details

Facility: Lee Foundation Hall/ Ballroom*
Day: _____ Date: _____
Time: 8am to 2pm / 5pm to 11pm / 8am to 11pm*

Type and nature of activities (Organisation)

Type of Activity	Program
Organizations involved or invited	Name of Guest-of-Honour (if any)

Declaration

I/We declare that the particulars given above are true and agree to abide by the rules and regulations governing the use of the Association facilities. I/We understand that permission may be withdrawn at any time by the Management Committee if there are special circumstances.	
Signature of Applicant & Date	Official stamp (Organization)

For Official Use Only

Booking Taken By: _____ Date: _____
Receipt No: _____ Date: _____ Remarks: _____
Payment Method: Cheque / NETS / Credit Card / Cash* Bank & Cheque No: _____
Sound System Receipt No: _____ Table/Chairs Receipt No: _____
Food Catered: SKA's Resident Caterer / Others: _____

*Delete whichever not applicable