

# Byelaws

As of February 2015



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## **GENERAL INFORMATION: BYE-LAWS**

Subject to the Constitution, Bye-laws of the Club shall be as follows:

1. These Bye-laws are subject to deletion, addition, or alteration as provided by Clause 38(i) of the Constitution. *(Updated April 2013)*
2. The power to enforce these Bye-laws shall rest upon the General Manager or any authorised person.
3. **OPERATING HOURS**
  - 3.1 Unless revised by the Management, the operating hours of the General Office shall be: 9.00am to 5.30pm (Mondays to Saturdays). *(Updated 01 August 2010)*
  - 3.2 Recreational and social facilities such as the swimming pool, billiards room, Veranda Lounge, The Deck Bar, squash & tennis courts, the Gym, bowling lanes and badminton courts and any other amenities or activities which the Club may provide shall be subject to the operating hours laid down by the Management. *(Updated 03 December 2008)*
  - 3.3 The Management may at any time close the facilities for repairs, special functions or competitions as and when the need should arise. Whenever possible, adequate notice of such closure shall be given in the form of notice on the notice board or at the entrance of the Club.
4. **ENTRY**

Entry into the Club and Sports Complex shall be via the Main Entrances only.
5. **MEMBERSHIP CARDS**
  - 5.1 Membership cards will be issued once without charge to members, their spouse and children who are junior members.
  - 5.2 A fee of \$10.00 shall be levied for the first replacement of a membership card due to wear & tear. An increment of \$10.00 shall be levied for each subsequent replacement. A fee of \$50.00 shall be levied for loss of card through negligence. *(Updated September 09)*
  - 5.3 Membership cards are Not Transferable.
  - 5.4 Membership cards must at all times be produced, without demand upon entering the Club, to the duty receptionist or security personnel.
  - 5.5 Members must also show their membership cards when requested to do so by the Management.
  - 5.6 Members who are unable to show their membership cards or any other proof of identity may be refused entry to the Club.
6. **PROHIBITIONS**
  - 6.1 Members shall not give any form of gratuity, either in cash or in kind, to any employee of the Club unless authorised by the Management in writing.
  - 6.2 No member or his guest is permitted to take away any property of the Club from the Club.
  - 6.3 No food or drink, other than those served by the Club may be brought in unless specific permission has been given by the Management.
  - 6.4 No animals or pets are allowed into the Club.
  - 6.5 No radios, transistors or other similar appliances may be used except for personal radio receivers with headsets.
  - 6.6 No one improperly attired is allowed to enter the General Office. Entry is permitted only for official business or meeting with Management.
  - 6.7 Members and guests under 18 years of age are not permitted to enter the Jackpot Room, The Deck Bar or participate in Tombola. They should also not be consuming any alcoholic beverage.

- 6.8 Members whose accounts are in arrears shall not be permitted to use the Club facilities.
- 6.9 Any child under the age of 16 years shall not be permitted to use the Club facilities unless accompanied or supervised by an adult who shall be fully responsible for the child's safety and behaviour. The member shall be liable to the Club in respect of any damage or injury caused by the child and will keep the Club fully indemnified in respect of any action, claim or demand arising by reason of the child's act or default.
- 6.10 No member shall take it upon himself to reprimand any member of the Club staff. All complaints shall be directed in writing to the General Manager/ Club Manager. Staff in this context includes The Veranda Lounge and The Deck Bar staff and any contractor's staff engaged by the Club.
- 6.11 No advertisement may be displayed at the Club unless approved by the Management in writing.
- 6.12 No person shall go about bare-footed and/or in swimming attire on the upper floors of the Club premises.
- 6.13 Gambling shall not be permitted within the Club premises unless authorised by the Management Committee and approved by the relevant authorities.
- 6.14 No usage of Club power supply for hand-phone or laptop.

## 7. CONDUCT

- 7.1 Members and their guests shall behave in a proper manner within the Club so as to not interfere with the reasonable comfort of, or be a nuisance to members of the Club and so as to not damage or possibly damage the Club's property. Anti-social habits shall not be tolerated. All persons entering the Club premises shall be dressed in a proper manner notwithstanding the regulations and byelaws governing the various facilities.
- 7.2 All special requests for use of facilities and complaints should be made by the member. The Club is not obliged to entertain any request or complaint made by a spouse or junior member.

## 8. GUESTS

- 8.1 Any member may bring in non-members to the Club as guests. Such guests that include family members should be accompanied by the member.
- 8.2 Members introducing guests to the Club must accompany them and shall be responsible for ensuring that they observe all relevant regulations and byelaws. Members must be present at all times with their guests.
- 8.3 The Management may request a guest to leave the Club. The member who introduces the guest may be called upon to answer to the Management for his guest's actions. The guest may not be permitted to enter the Club thereafter.
- 8.4 The use of the facilities shall be subject to the Byelaws governing the various facilities. Members shall be responsible for signing in their guests at the Reception Counter upon entry. All relevant fees shall be debited to the members' accounts. Five times the charge will be imposed on the member who fails to comply. Disciplinary action will also be taken against the member.

## 9. GUEST ADMISSION FEES (Updated 06 March 2009)

- 9.1. \$3.00 per guest above 12 years old.
- 9.2. Guest fees are chargeable at \$3.00 for the first 4 guests and \$6.00 for subsequent guests.
- 9.3. Guest fees are not redeemable.
- 9.4. Guest fees will be levied on maids using the Club's facilities, including the Children's Pool.

## 10. CAR LABEL

- 10.1. Each member is entitled to one Club car label.

- 10.2. A fee of \$50.00 or such other rates as the Management may decide shall be levied for the replacement for a lost or misplaced Club car label.  
There shall be no charges for one for one exchanges due to wear & tear or change of cars. (Updated September 2009)

## 11. CAR PARKS

- 11.1. The parking lots are for members only on a first-come-first-served basis.  
11.2. Only cars displaying a valid Club car label will be allowed to park in the car parks.  
11.3. Members are to park their cars in an orderly manner within the appropriate painted lots. They should also comply with any directional signs or as directed by the Club staff.  
11.4. The Management may reserve any or all the lots when deemed necessary.  
11.5. Cars parked indiscriminately or without valid car park labels may be clamped and a \$100.00 charge will be imposed and payable before removal of the clamp. (Updated January 2006)  
11.6. Cars are parked at owners' risk.

## 12. ADMIN FEE

An administration fee of \$5 per copy plus postage cost (if applicable) will be imposed for copy of the Club Rules, Bye-Laws and Statement of Accounts as requested.

## 13. FURNITURE

Club furniture shall not be moved about.

## 14. LIABILITY

- 14.1. No suit or other legal proceedings shall be made personally against any Committee Member, officer or employee of the Club or other person acting under the directions of the Club for anything which is done in good faith or intended to be done in the execution or purported execution of these Rules or the Byelaws.  
14.2. The Club, its Committee Members and employees shall not be liable for the death of, or any personal injury caused to a patron, member, nominee or guest or visitor or any other person arising in any way out of his membership of the Club or through his or their use of enjoyment of the Club or its amenities, privileges or facilities or otherwise however caused.  
14.3. The Club, its Committee Members and employees shall not be liable for the loss of or damage to, any article or property brought into the Club premises by a patron, member, nominee, guest, or visitor entrusted to a Club servant.

## GUEST-ROOMS

### 1. BOOKING

- 1.1. Applicants must be aged 21 years and above at the time of booking, check-in and check-out.  
1.2. Bookings are applicable to members, member's guest or corporate bookings.  
1.3. Bookings can be made by fax, internet or in person for club members, except junior members. The Management may reject any application without assigning any reason.  
1.4. Members must check-in personally to sign in and collect keys to the room.  
1.5. 50% of the total booking fee payable upon confirmation and remaining 50% upon check-in (Cash or credit card).  
1.6. For change of booking date, a notice of 7 days or more is required prior to arrival date, subject to room availability. Applicants are only allowed to change the arrival date once. Should applicants decide to cancel bookings after the change, 50% of the guest room rental will be forfeited.  
1.7. Room rates are subject to change by the Management. For any "No Show" or cancellation on check-in date, full room rates will be debited to the member's account.

- 1.8. Members may book guest-rooms for their guests (two weeks' advance booking allowed) during non-peak periods and these rooms are chargeable at corporate rates. *(Updated January 2009)*
- 1.9. Members can book only two rooms at member's rates and the member must occupy one of the rooms. Otherwise corporate rate applies. *(Updated January 2009)*
- 1.10. All guest-rooms booked under members' rates will require members' presence at all times during the period of stay. *(Updated April 2008)*
- 1.11. Subject to approval, members who are unable to personally check in to the guest-room may write in to the Management authorizing their guests to check-in on their behalf. For guest-rooms booked under members' rates, Clauses 1.9 & 1.10 apply. *(Updated September 2009)*
- 1.12. Management reserves the right to occupy the rooms as and when necessary.
- 1.13. The Management reserves the right to reject and to cancel any booking and shall not be liable for any claim arising from the rejection and cancellation.

## 2. BOOKING CHARGES *(Updated November 2007)*

### 2.1. Superior Room

|                    | <u>Weekdays</u>              | <u>Weekends</u>              |
|--------------------|------------------------------|------------------------------|
| Members            | \$ 95.00+ per room per night | \$105.00+ per room per night |
| Guests / Corporate | \$145.00+ per room per night | \$155.00+ per room per night |

### 2.2. Suite

|                    | <u>Weekdays</u>              | <u>Weekends</u>              |
|--------------------|------------------------------|------------------------------|
| Members            | \$218.00+ per room per night | \$228.00+ per room per night |
| Guests / Corporate | \$288.00+ per room per night | \$298.00+ per room per night |

- 2.3. Surcharge of \$30.00+ per booking per room applicable during School Holidays, Eve of Public Holidays and Public Holidays.

## 3. GENERAL *(Updated 06 March 2009)*

- 3.1. Deduction of rental will not be entertained for any unused period.
- 3.2. Check-in time: 2.00pm - 6.00pm.  
Check-out time: By 12 noon.
- 3.3. A half-day charge shall be levied on occupants who extend their check-out time to 2.00 pm, subject to availability.
- 3.4. Members shall be charged \$40.00 per key for failing to return CBC marked door key, or for its loss.
- 3.5. Gathering of not more than 4 persons is allowed per guest-room.
- 3.6. Room cleaning services are available daily between 8.00am to 3.00pm. Rooms with the "Please Do Not Disturb" card displayed will not be freshened up. *(Updated September 2009)*
- 3.7. Only internal calls are allowed. *(Updated June 2006)*

## 4. CANCELLATIONS

An applicant may cancel his booking by informing the Management in writing subject to the following conditions:

- 4.1. All cancellations received within seven (7) days or less before date of check-in, 50% of the total booking fee will be charged.
- 4.2. All cancellations received less than 24 hours' notice, 75% of total booking fee will be charged.
- 4.3. Any member who fails to inform CBC of any cancellation of his guest room booking shall pay the full booking fees.

## 5. GUEST ROOM REGISTRATION

All members who are staying in the Club guest-rooms are required to record the following particulars in the Guest Room Register placed at the Front Office:

- |                            |                            |
|----------------------------|----------------------------|
| (a) Check-In Date          | (d) Room Number            |
| (b) Name of Member         | (e) Name of Occupants      |
| (c) Club Membership Number | (f) Relationship to Guests |

## 6. RULES & REGULATIONS

- 6.1. Entrance doors of the guest room shall be kept closed and locked at all times.
- 6.2. Gambling is strictly prohibited within the Club premises.
- 6.3. Pets are not allowed within the Club premises.
- 6.4. Occupants shall not hang any laundry or personal effects outside the guest room or on front windows.
- 6.5. All garbage shall be placed in plastic bags and properly secured before being disposed of in the waste bin.
- 6.6. No playing of mahjong and other noisy games in the guest room.
- 6.7. Catering of food by outside caterer are prohibited.
- 6.8. No dancing and decorations in the guest room.
- 6.9. Occupants of the guest room shall not cause any nuisance, inconvenience or annoyance to others.
- 6.10. Occupants are required to check and sign the guest room inventory list when checking-in and checking-out. Any damage or loss of guest room furniture/equipment will be charged to the account of the member.  
(Updated September 2009)
- 6.11. The Club and its Management shall not be responsible for:
  - (a) Any injury or fatality to members, members' children, guests or their children.
  - (b) Damage or loss of property in the event of any member or guest utilising the Club's facilities.
  - (c) The loss of money, valuables and other properties left in the guest rooms or any part of the Club premises.
- 6.12. The Management reserves the right to alter, amend, delete or add to these conditions or withdraw any packages at any time without prior notice.

## JACKPOT (Updated December 2008)

### 1. OPERATING HOURS

|   |                   |
|---|-------------------|
| Mondays to Thursdays, Sundays & Public Holidays | 10.00am - 11.00pm |
| Fridays, Saturdays & Eve of Public Holidays     | 10.00am - 1.00am  |

### 2. PROHIBITIONS

- 2.1. Reservation of machines.
- 2.2. Persons in swimming attire, singlet, sleeveless T-shirts or tank tops.
- 2.3. Persons under 18 years of age.
- 2.4. Tipping.
- 2.5. Food & beverages except those provided by the Club.
- 2.6. Cashing cheques.
- 2.7. Anti-social behaviour.
- 2.8. Smoking.

### 3. GENERAL

- 3.1. Only Singapore coins to be used.
- 3.2. Claims for short or non-payment shall be honoured only after such claims are registered in the forms provided and witnessed by the Duty Manager.
- 3.3. In case of short payment:
  - 3.3.1 The duty officer must be informed immediately.
  - 3.3.2 The machine will not be played until it is repaired.
- 3.4. Maximum payment by any machine will be 200 coins only. The balance will be paid by the Club.

- 3.5. Any excess or freak payment belongs to the Club. The player is entitled only to what is shown on the machine.
- 3.6. Management may close down any machine that is faulty.
- 3.7. No claim will be entertained for:
  - a. after closing hours
  - b. machine 'tilt' or 'yoyo'
  - c. machine malfunction
- 3.8. Players who wish to retain their Jackpot Machines to attend to matters outside the Jackpot Room, must inform the Executive, or in his absence the Cashier so that the time can be recorded. Allowable absent time is 15 minutes. Should the 15 minutes be exceeded, the Club reserves the right to allocate the Jackpot Machine to another player. After the expiry of the allowable time, the coins will be cleared from the Jackpot Machine and any claim thereto will not be entertained.
- 3.9. Do not play any machine should the coin light be off, as no claims will be entertained.
- 3.10. All Club employees and Catering Staff are not permitted to play the jackpot machines.
- 3.11. The minimum change of coins will be \$10.00.
- 3.12. The Club will not be responsible for any loss or damage to any article or property brought into the Club premises by any member or guest or entrusted to a Club employee.
- 3.13. Last change of coins on weekdays and Sundays is at 10.45pm, Fridays, Saturdays and Eve of Public Holidays at 12.45 am.
- 3.14. Members and guests wishing to play the Jackpot machines must first be signed in on the Jackpot Room register. Failure to do so would render any Jackpot strike by the guest concerned invalid and therefore no payment would be made. It is important to note that the signing in of guests at the Club entrance reception counter is for a separate purpose and cannot be used for claiming a Jackpot strike by the guest.
- 3.15. Each Member is allowed to bring in a maximum of two guests into the Jackpot Room.
- 3.16. No alcoholic drinks are permitted to be served, sold or consumed within the fruit machine room as required by the authorities (SPLD). (Updated July 2012)
- 3.17. Beverages provided in the Jackpot Room are free-of-charge for the convenience of the Jackpot players and must be consumed within the Jackpot premises. Any member who takes the drink out of the premises will be charged \$20.00 per cup.
- 3.18. Jackpot players who are not properly attired (e.g. singlet, dirty and wet clothes, bare feet, etc.) are not allowed into the Jackpot Room.

#### 4. LIABILITY

Jackpot machines should be handled with care. Any damage caused may render the user liable to pay for the cost of repair.

### THE DECK BAR

*(Updated April 2013)*

#### 1. OPERATING HOURS

|   |                         |
|---|-------------------------|
| Sundays to Thursdays & Public Holidays      | 2.00pm - 12.00 midnight |
| Fridays, Saturdays & Eve of Public Holidays | 2.00pm - 1.00am         |

#### 2. GENERAL

- 2.1. The Management may, at any time, reserve or close all or part of the outlet premises for the purpose of holding events or other functions.
- 2.2. Personal bottles of wine and liquor may only be brought in if it is sealed and not "Duty Free". A \$20 per bottle corkage charge shall be applied which does not include mixers. Guest first drink charge applies where applicable. No safekeeping of corkage bottle(s) is allowed. (Added January 2015)
- 2.3. All members or his/her family members shall present his/her membership card without demand to the staff of the Club before placing his/her order.
- 2.4. Members shall be strictly responsible for the behaviour of their guests.



- 2.5. Member patronage of outlet - minimum one drink.  
Guest patronage of outlet - \$8.00 first drink charge. (Updated March 2011)
- 2.6. Members or their guests must not reprimand any service staff. Any complaints or grievances must be referred to Management by the members.
- 2.7. All members must leave the premises after closing time. No extension of operating hours is permitted.
- 2.8. No member is allowed to operate the D.J. equipment except the staff of CBC.
- 2.9. Imposition of the dress code will be at the sole discretion of the Management. (Updated September 2009)
- 2.10. Last orders shall be 30 minutes before the closing time.

### 3. KARAOKE

- 3.1. Karaoke allowed only when the band is not performing or when there is no other arranged activities.
- 3.2. Each table is allocated a number to key in song requests. Each member shall be allocated one turn upon presentation of membership card and proxy is not allowed.
- 3.3. System will automatically rotate turn to sing. In the event of disruption and queue is not recovered, members shall amicably rekey their requests.
- 3.4. Due consideration is to be given to the person singing and any person(s) showing disrespect shall be asked to leave the premise.
- 3.5. When the band or any arranged activity is due to commence, staff on duty shall allow singer to complete the singing the song and next table in queue cannot demand to be allowed to sing.
- 3.6. The Duty Manager may be called upon to settle any dispute.
- 3.7. Karaoke equipment are to be handled with care and any damages caused by negligence, the member responsible will be charged for repairs and/or replacement.

### 4. PROHIBITIONS

- 4.1 Any food and beverage not purchased from the Club's outlets.
- 4.2 Gambling.
- 4.3 Going on stage.
- 4.4 Singing and/or performing with band on stage.
- 4.5 Use of microphones (except for karaoke) and musical instruments (unless prior approval given by the Management).
- 4.6 Smoking.
- 4.7 Sleeping.
- 4.8 Persons in swimming attire, wet or sweaty clothes, singlet, sleeveless tee-shirt and flip flops.
- 4.9 Collarless tee-shirts, bermudas, shorts and sandals after 8.00pm.
- 4.10 Rearrangement of furniture.
- 4.11 Talking loudly or making excessive noise.
- 4.12 Admittance below 18 years of age.

### TOMBOLA

#### 1. NUMBER OF GAMES

There will be 10 games for the night. *(Updated 23 April 2008)*

#### 2. SALE OF TICKETS

Tickets at \$1.00 each will be sold before the commencement of each game for the first seven games. For the last three games, tickets will be sold at \$2.00 each.

#### 3. RULES GOVERNING JACKPOT, HOUSE, LINE OR ANY OTHER COMBINATION:

- 3.1. The Jackpot is pre-determined within 42 numbers. A player who has all numbers in his/her single ticket marked or circled within the 42 numbers called (or any pre-

determined number as defined by the Tombola Sub-Committee), stands to win a Jackpot prize. *(Updated September 2009)*

- 3.2. All tombola prizes are determined by the Tombola Sub-Committee (subject to changes).
- 3.3. Any person calling a House, Line or any other combination must have on his/her ticket, the last drawn number called.
- 3.4. No claim will be accepted after the caller has commenced to announce either fully or partially the next number.
- 3.5. A false claim on a House, Line or any other combination will result in the ticket being forfeited.
- 3.6. In the event of the prize money being won by more than one person for the Jackpot, House, Line or any other combination, it will be equally shared.
- 3.7. Prize money will be paid to members only and they are required to sign a receipt for the amount received.

#### 4. OTHER INFORMATION

- 4.1. Children under 18 years of age will not be permitted to participate or purchase tickets.
- 4.2. Members are requested to write their names or Club numbers legibly on the reverse side of their used tickets and deposit them in a selected container for the Draws.

#### POOL TABLE (Coin Operated)

(Instituted July 2009)

##### 1. OPERATING HOURS

|   |                      |
|---|----------------------|
| Sundays to Thursdays & Public Holidays      | 9.00am - 12 midnight |
| Fridays, Saturdays & Eve of Public Holidays | 9.00am - 1.00am      |

##### 2. ORDER OF PLAY

- 2.1 Table is open to all on a fair rotation basis.
- 2.2 There shall be no "private" games.
- 2.3 To indicate your interest to join in the game, place two \$1.00 coins on the rim of the pool table above the coin slot.
- 2.4 If there is someone in the "queue", place your coins to the left of the last set of coins.
- 2.5 Winner shall stay to play with the next person in line.
- 2.6 The Management may, at any time, by notification on the notice board reserve or close the table on any day for the purpose of holding matches or for Club functions.

##### 3. CHILDREN

- 3.1 Children below 12 years of age are not allowed to play.
- 3.2 The attention of members, whose children and guests (aged between 12 and 21 years) is drawn in particular to Clause 12 (iv) and Clause 18 (i) and (ii) of the Constitution if they wish to play.
- 3.3 Rules & regulations shall also be binding on members of the public who are patronising the restaurant.

##### 4. PROHIBITIONS

- 4.1 Smoking.
- 4.2 Placing beverages, parcels and other items on the pool table.
- 4.3 Sitting on the tables.
- 4.4 Shouting or loud conversations.
- 4.5 Spitting, littering and gambling.
- 4.6 Stopping balls from going into the pockets to prolong the game.

**5. DAMAGE TO PROPERTY**

5.1 Any damage to the pool table and its related equipment will be charged to the accounts of the members responsible. Cost of damage will be decided by the Management.

**6. GENERAL**

6.1 The Management may amend or alter the rules and regulations as and when it deems necessary.

**7. LIABILITY**

7.1 Players and guests shall play at their own risk and the Club does not accept any liability for any injury, damage or loss incurred at the pool table area.

**VERANDA LOUNGE***(Updated May 2009)***1. OPERATING HOURS**

24 hours daily

**2. GENERAL**

2.1. The Management may at any time, reserve or close all or part of the outlet premises for the purpose of holding events or other functions.

2.2. Members shall be strictly responsible for the behaviour of their guests.

2.3. Members or their guests must not reprimand any service staff. Any complaints or grievances must be referred to Management by the members.

2.4. Children below 12 years of age must be accompanied by parents.

**3. PROHIBITIONS**

3.1. Any food and beverage not purchased from the Club's outlets.

3.2. Gambling.

3.3. Littering.

3.4. Smoking.

3.5. Sleeping.

3.6. Changing of television channels.

3.7. Persons in swimming attire, wet or sweaty clothes and slippers.

3.8. Rearrangement of furniture.

3.9. Talking loudly or making excessive noise.

3.10. Alcoholic drinks to be served to any person below 18 years of age.

**MAHJONG** (Updated March 2009)**1. OPERATING HOURS**

Daily 10.00am - 2.00am

**2. BOOKINGS** *(Updated October 2013)*

2.1. Bookings can be made via telephone, personally at the Reception Counter or email to [mro@changibc.org.sg](mailto:mro@changibc.org.sg) and up to seven (7) days in advance from the date of play; always subject to availability and first come first served basis. Booking via email is not confirmed unless you have an email confirmation from the Club. Member making the booking must decide on start and end times and payment must be made in full upon checking in to play. Once booking is confirmed, any request for change of playing time and/or cancellation will not be entertained.

2.2. Any cancellation and/or failure to take up the booking after the first hour shall render the booking abandoned and full charges will be charged to the booking Member's account and the management reserves the rights to assign the table to the next booking.

2.3. Booking by proxy is not allowed.

- 2.4. Preference for a particular table shall be on a first come first served basis, be it at time of booking or upon checking in to play and in the event of any dispute, management decision shall be final.
- 2.5. Each member is allowed to book one table only and must be one of the four players.
- 2.6. Extension of play time within operation hours will be subject to availability.

### 3. FEES *(Updated October 2013)*

| Peak                                | Off-peak                  |
|-------------------------------------|---------------------------|
| \$5.00 per hour per table           | \$3.50 per hour per table |
| \$8.00 per hour per automated table | \$6.00 per hour per table |

*Peak hours are from 6.00pm onwards to closing and whole day of public holidays, Saturdays and Sundays.*

### 4. ATTIRE

Players are to be neatly attired. Smart casual should be the norm. Management reserves the rights to define what is appropriate.

### 5. PROHIBITIONS

- 5.1. Persons under 18 years.
- 5.2. No food allowed except for light snacks or purchased from the Club's outlets.
- 5.3. Smoking
- 5.4. Bare feet
- 5.5. Singlet
- 5.6. Swimming attire
- 5.7. Use of obscene and vulgar language.
- 5.8. Excessive noise and disturbing the general peace.

### 6. GENERAL

- 6.1. All chairs must be placed in an orderly position after play.
- 6.2. Members shall be responsible for any loss or damage to furniture, complete set of tiles and chips.
- 6.3. Members may play beyond stipulated closing time with prior approval of Management.

## SWIMMING

### 1. OPERATING HOURS

Daily 9.00am to 10.00pm

### 2. GUEST ADMISSION FEES *(Updated September 2009)*

- 2.1 \$3.00 per guest above 12 years old.
- 2.2 Guest fees are chargeable at \$3.00 for the first 4 guests and \$6.00 for subsequent guests.
- 2.3 Guest fees are not redeemable.
- 2.4 Guest fees will be levied on maids using the Club's facilities, including the Children's Pool.

### 3. CHILDREN

- 3.1 A member shall be fully responsible for the conduct, behaviour and safety of any child brought to the pool.
- 3.2 Children must change in the changing rooms only.
- 3.3 All children must be accompanied by adults at all times.

**4. PROHIBITIONS**

- 4.1 Persons wearing improper swimming attire.
- 4.2 Persons with footwear on the apron of the pool.
- 4.3 Persons with any open wound, infection or contagious disease.
- 4.4 Articles that contaminate the pool.
- 4.5 Inflatable aids or toys except in the Wading pool provided they have been specifically approved by the Management.
- 4.6 Smoking, eating or drinking within the apron of the pool.

**5. GENERAL (updated April 2014)**

- 5.1 Swimmers must shower and use the footbath before entering the pool.
- 5.2 Changing shall only be allowed in the changing rooms.
- 5.3 Swimmers should leave the pool during thunderstorms.
- 5.4 Any person misbehaving may be asked to leave.
- 5.5 Rental of towels is \$1.00 per towel. There will be a charge of \$8.50 for loss or non-return of towel. The Club also reserves the right to reject stained or damaged towels and charge a replacement fee of \$8.50 per towel.
- 5.6 As the Club engages swimming instructor(s) or academy to provide swimming lessons and in order to avoid conflict of interest, other form of commercial coaching is not permitted without the Management's approval other than parental coaching.

**6. LOCKERS (updated April 2014)**

- 6.1 Coin operated lockers are provided along the changing rooms' corridor.
- 6.2 Members are advised to keep their personal belongings in the lockers.
- 6.3 Members place their personal belongings or other effects in the lockers at their own risk.
- 6.4 A fee \$40.00 is chargeable for the loss or damage of the locker key.
- 6.5 Long term rental is available at \$10.00 a month on a first-come-first-served basis and a refundable deposit of \$50.00 for each locker is required.

**7. LIABILITY**

Notwithstanding any other rules, the Club and its Management Committee will not be responsible for:

- 7.1 Any injury or fatality to members, members' children, guests or their children.
- 7.2 Personal belongings or other effects left in the Club.

**8. MANAGEMENT**

- 8.1 The Management may amend or alter the rules and regulations without assigning any reason.
- 8.2 The Management may, at any time by notification on the notice board, reserve the Swimming Pool on any day for purpose of holding Swimming Carnival or training sessions.

**ENCORE KTV**

*(Updated April 2013)*

**1. OPERATING HOURS**

- |   |                      |
|---|----------------------|
| Sundays to Thursdays & Public Holidays      | 2.00pm - 12 midnight |
| Fridays, Saturdays & Eve of Public Holidays | 2.00pm - 1.00am      |

**2. GENERAL**

- 2.1. The Management may at any time, reserve or close all or part of the outlet premises for the purpose of holding events or other functions.
- 2.2. All members or his/her family members shall present his/her membership card without demand to the staff of the Club before placing his/her order.
- 2.3. Members shall be strictly responsible for the behaviour of their guests.
- 2.4. Members or their guests must not reprimand any service staff. Any complaints or grievances must be referred to Management by the members.

- 2.5. All members must leave the premises after closing time. No extension of operating hours is permitted.
- 2.6. Men are to be clad in long pants or jeans only (ankle length).
- 2.7. Last orders shall be 30 minutes before the closing time.
- 2.8. Children below 12 years of age must be accompanied by parents.

### 3. FEES (October 2013)

#### 3.1. Encore KTV private rooms fees:

|        | Peak             | Off-peak         |
|--------|------------------|------------------|
| Room 1 | \$15.00 per hour | \$9.00 per hour  |
| Room 2 | \$20.00 per hour | \$12.00 per hour |
| Hall   | \$30.00 per hour | \$18.00 per hour |

*Peak hours are from 6.00pm onwards to closing and whole day of public holidays, Saturdays and Sundays.*

- 3.2. Each member is allowed to book only one room and subject to a maximum of 3 hours. Further extension is subject to availability.
- 3.3. Up to seven (7) days' advance booking of private room can also be made via phone, fax and email or in person. Once booking is confirmed, any request for change of booking time and/or cancellation will not be entertained.
- 3.4. Any cancellation and/or failure to take up the booking after half an hour from booking time shall render the booking abandoned and full charges will be charged to the Member's account. Management reserves the right to assign the room to the next booking.
- 3.5. Booking via the Club's website is subject to availability and is not confirmed unless you have a confirmation from the Club.
- 3.6. No proxy booking is allowed.

### 4. PROHIBITIONS

- 4.1. Any food and beverage not purchased from the Club's outlets.
- 4.2. Gambling.
- 4.3. Littering.
- 4.4. Smoking.
- 4.5. Sleeping.
- 4.6. Persons in swimming attire, wet or sweaty clothes and slippers.
- 4.7. Rearrangement of furniture.
- 4.8. Alcoholic drinks to be served to any person below 18 years of age.

### 5. DAMAGE TO PROPERTY (Updated September 2009)

Any damage to the KTV facilities and equipment will be charged to the accounts of the members responsible. Cost of damage will be decided by the Management.

## CHILDREN'S PLAYROOM

### 1. OPERATING HOURS

|                                      |                    |
|--------------------------------------|--------------------|
| Mondays to Fridays                   | 12.00 pm - 8.00 pm |
| Saturdays, Sundays & Public Holidays | 9.00 am - 10.00 pm |

### 2. GENERAL

- 2.1 Children's Playroom is only for children under the age of 12 years.
- 2.2 Children under 5 years of age must be accompanied by a guardian.
- 2.3 Members are to take full responsibility for the safety and behaviour of their children.
- 2.4 The Management may, at any time by notification on the Club notice boards, reserve or close the outlet for the purposes of holding events or functions.
- 2.5 Children using this facility do so at their own risk. The Club is not liable for any injury or fatality to members' children.

- 2.6 Members shall be liable to the Club in respect of any damage or injury caused by the child and will keep the Club fully indemnified in respect of any action, claims or demand arising by reason of the child's act or default.

### 3. PROHIBITIONS

- 3.1. Littering
- 3.2. Food and beverages inside the Playroom.
- 3.3. Persons in swimming attire inside the Playroom.
- 3.4. Removal of any property from the Playroom.
- 3.5. Footwear in the Playroom. (Updated September 2009)

### ORGANISED EVENTS IN THE CLUB

(Updated September 2009)

Members can organise events such as birthday party, solemnisation, seminars, gatherings etc. at the restaurant, sports facilities areas, designated BBQ areas, Beer Garden and function rooms.

#### 1. BOOKING POLICY

- 1.1. Members are given priority booking arrangements, subject to availability of facilities.
- 1.2. Members may wish to liaise with the restaurant directly for events held in the restaurant.
- 1.3. Enquiries can be made via email at [marketing@changibc.org.sg](mailto:marketing@changibc.org.sg) or in person at the Front Office during its operation hours.
- 1.4. The Club's Sales Executives will then liaise and process accordingly.
- 1.5. Booking by proxy is not allowed.
- 1.6. The Management can reject bookings without assigning any reason.
- 1.7. All food & beverage requirements shall be catered by the Club's caterer and no food & beverage from outside the Club is permitted. Corkage charges apply.

#### 2. DEPOSIT PAYMENT

Upon finalisation, a deposit of 50% of the total estimated amount for the event shall be required to confirm and secure the booking.

#### 3. CANCELLATION

A member may cancel his booking by informing the Club in writing and such cancellation will be subject to the following:

- 3.1 Cancellation received one month before the date of the event, a 20% cancellation fee will be charged.
- 3.2 Cancellation received two weeks before the date of the event, a 50% cancellation fee will be charged.
- 3.3 For member who fails to inform the Club of cancellation of the booking, the full payment amount will be charged.

#### 4. BILL PAYMENT

- 4.1 A member is allowed to charge to his account for invoices below \$500.00.
- 4.2 For invoices above \$500.00, the member has to settle the full payment by other means.

### SQUASH

#### 1. OPERATING HOURS

Daily 8.00am - 10.00pm

## 2. BOOKINGS

- 2.1 Squash court may be booked by members not more than seven days in advance and for not more than two hours by any one member.
- 2.2 Members may book additional hours on the day of play subject to availability of court.
- 2.3 Bookings in person or by telephone may be made at the Sports Complex Reception Counter by the member only. All fees shall be charged to the member's account.
- 2.4 The Management may at any time by notification on the Club notice board, reserve all or any of the courts on any day for purpose of holding tournaments or matches.

## 3. BOOKING FEES *(Updated January 2003)*

\$ 1.00 per hour per court

- 3.1 A member wishing to cancel his booking must give notice at the Sports Complex Reception Counter at least one calendar day before the day of play. Failure to give such notice will render the member liable to a fine of \$10.00. A court which is not taken up 15 minutes after the booking time will be deemed to have been cancelled without notice and will also render the member liable to a fine of \$10.00.
- 3.2 No cancellation of booking is permitted if the booking is made on the day of play.

## 4. SESSIONS

The Management shall have the discretion to approve changes in the sessions, charges and fees from time to time.

## 5. PROCEDURE FOR TAKING UP COURT *(Updated September 2009)*

- 5.1. Booking member must sign in at the Sports Complex Reception Counter to take up court, sign in guests, and pay for guests and court fees before commencement of play.
- 5.2. In the event that booking member runs late, guests are not allowed into the court and must wait at the lounge area for the member to arrive.

## 6. GUESTS

- 6.1. Guests may not play on Social Evenings & Club Team Practice days except with the approval of the Convenor.
- 6.2. Guest fees are chargeable at \$3.00 for the first 4 guests and \$6.00 for subsequent guests. Guest fees are not redeemable. *(Updated September 2009)*

## 7. SOCIAL EVENINGS & CLUB TEAM PRACTICE

- 7.1. Social Evenings and Club Team Practice will be held at such times and on such days as the Sub-Committee may decide. *(Updated 03 December 2008)*
- 7.2. Beginners and children under the age of 12 are not allowed to participate in Social Evenings and Club Team Practice.
- 7.3. The Convenor may allow guests and Club coaches to join Social Evenings and Club Team Practice if, in his opinion, their participation will not deprive members of the opportunity to play and will improve the standard of Club players.
- 7.4. To give every member an equitable chance of playing on Social Evenings and Club Team Practice days, the following guidelines should be followed.
  - 7.4.1. Order of play will be on a first-come-first-served basis.
  - 7.4.2. Warm up before the first game should not exceed three minutes.
  - 7.4.3. Members should not continue playing whilst others are waiting to play.

## 8. ATTIRE

- 8.1. Players should only wear appropriate attire when playing in the court. The Management may from time to time stipulate the proper form of attire.
- 8.2. Only non-marking soled shoes appropriate for squash may be worn by players on the court. Any other form of footwear is strictly forbidden within the court areas.



**9. LIABILITY**

- 9.1. Players play in the court at their own risk. The Club shall not be responsible for any injury, damage or loss howsoever suffered or caused in the squash court premises.
- 9.2. Members are liable for any damage caused by them or their guests to the squash court and to property adjoining the court.

**10. MANAGEMENT**

Management may amend or alter the rules and regulations without assigning any reason.

**BADMINTON** (Updated 06 March 2009)**1. OPERATING HOURS**

Daily 8.00am - 10.00pm

**2. BOOKINGS**

- 2.1 Badminton courts may be booked not more than seven days in advance and for not more than 2 hours by any one member.
- 2.2 Court booking from 6.00pm to 10.00pm comes in blocks of 6.00 pm to 8.00pm and 8.00pm to 10.00pm. 1 hour booking will be available 2 days before the date of play at \$5.00 and only 1 court per booking subject to availability. *(Updated 01 August 2010)*
- 2.3 Members may book additional hours on the days of play subject to availability of courts. Bookings in person or by telephone may be made at the Sports Complex Reception Counter by the member only.
- 2.4 Booking by proxy is not allowed.
- 2.5 All fees shall be charged to the member's account.
- 2.6 The Management may, at any time by notification on the notice board, reserve all or any of the courts on any day for the purpose of holding intra-club tournaments, inter-club matches or for Club functions.
- 2.7 A member wishing to cancel his court booking must give notice to the officer at the Sports Complex Reception Counter at least one calendar day before the day of play. Failure to give such notice will render the member liable to a fine of \$10.00. A court which is not taken up 15 minutes after the booking time will be deemed to have been cancelled without notice and will also render the member liable to a fine of \$10.00.
- 2.8 No cancellation of booking is permitted if the booking is made on the day of play.

**3. FEES**

Badminton Courts \$3.00 per hour/court (before 6pm)  
\$10.00 per block/court (after 6m)

**4. PROCEDURE FOR TAKING UP BADMINTON COURTS**

- 4.1 Booking member must sign in at the Sports Complex Reception Counter to take up court, sign in guests, and pay for guests and court fees before commencement of play.
- 4.2 In the event that booking member runs late, guests are not allowed into the badminton hall and must wait at the lounge area for the member to arrive.

**5. GUESTS**

- 5.1 Guest fees are chargeable at \$3.00 for the first 4 guests and \$6.00 for subsequent guests. Guest fees are not redeemable.

**6. SOCIAL EVENINGS & CLUB TEAM PRACTICE**

- 6.1 Social Evenings and Club Team Practice will be held at such times and on such days as the Sub-Committee may decide. *(Updated 03 December 2008)*
- 6.2 Beginners and children under the age of 12 are not allowed to participate in Social Evenings and Club Team Practice.

- 6.3 Members who did not subscribe to Social Evenings and their guests may play on Social Evenings subject to payment of \$4.00 fees per evening on top of applicable guest fees for guests. *(Updated 01 August 2010)*
- 6.4 To give every member an equitable chance of playing on Social Evenings and Club Team Practice days, the following guidelines should be followed:
- 6.4.1 Order of play will be on a first-come-first-served basis.
  - 6.4.2 Warm up before the first game should not exceed three minutes.
  - 6.4.3 Members should not continue playing after they have completed one set of games while others are waiting to play.
  - 6.4.4 Whenever possible, the Convenor, or in his absence a nominee of the Sub-Committee, will be in charge of organising play.

## 7. ATTIRE

- 7.1 Players should be properly attired i.e., in short-sleeved T-shirts and shorts/skirts as approved by Singapore Badminton Association. The wearing of singlet in place of shirts is prohibited. Players found to be improperly attired may be asked to leave the courts.

## 8. SHOES

- 8.1 Only badminton shoes of a conventional type with rubber soles may be worn in the courts. Colour-soled or dark-coloured shoes are strictly prohibited. Persons found wearing colour-soled shoes will be asked to leave the courts and shall be subjected to disciplinary action.

## 9. PROHIBITIONS

- 9.1 The courts shall only be used for the games of badminton. Other activities (unless sanctioned by the Club) are not permitted in the courts.
- 9.2 Pointed high-heeled shoes on the courts.
- 9.3 Chairs and tables without rubber capping to the furniture legs.
- 9.4 Dragging of chairs and tables or any pointed equipment across the courts.
- 9.5 Food or drinks in the courts.
- 9.6 Smoking in the hall.
- 9.7 Any member or guest who uses the courts without permission shall be charged double the normal court fees. In addition, appropriate disciplinary action will be taken against the person concerned. *(Updated November 1999)*

## 10. LIABILITY

- 10.1 Members are liable for any damage caused by them or their guests to the badminton courts.
- 10.2 Players play in the Club courts at their own risk. The Club shall not be responsible or liable for any injury, damage or loss howsoever suffered or caused in the badminton courts.

## TENNIS

### 1 OPERATING HOURS

|                                      |                  |
|--------------------------------------|------------------|
| Mondays to Fridays                   | 8.00am - 10.00pm |
| Saturdays, Sundays & Public Holidays | 7.00am - 10.00pm |

### 2 BOOKINGS

- 2.1 Tennis courts may be booked not more than seven days in advance and for not more than 2 hours by any one member.
- 2.2 Members may book additional hours on the days of play subject to availability of courts.
- 2.3 Bookings in person or by telephone may be made at the Sports Complex Reception Counter by the member only. All fees shall be charged to the member's account.

- 2.4 The Management may, at any time by notification on the notice board, reserve all or any of the courts on any day for the purpose of holding intra-club tournaments, inter-club matches or for Club functions.
- 3 BOOKING FEES** *(Updated January 2003)*
- 3.1 Tennis Court \$3.00 per hour before 6 pm  
\$4.00 per hour after 6 pm
- 3.2 Refunds will be given only if rain causes the game to be abandoned within half an hour of its commencement. The senior staff on duty shall determine if the courts are fit for play at any time.
- 3.3 A member wishing to cancel his court booking must give notice to the officer at the Sports Complex Reception Counter at least one calendar day before the day of play. Failure to give such notice will render the member liable to a fine of \$10.00. A court which is not taken up 15 minutes after the booking time will be deemed to have been cancelled without notice and will also render the member liable to a fine of \$10.00.
- 3.4 No cancellation of booking is permitted if the booking is made on the day of play, subject to Clause 3.2. *(Updated 03 December 2008)*
- 4 PROCEDURE FOR TAKING UP TENNIS COURTS** *(Updated September 2009)*
- 4.1. Booking member must sign in at the Sports Complex Reception Counter to take up court, sign in guests, and pay for guests and court fees before commencement of play.
- 4.2 In the event that booking member runs late, guests are not allowed onto the tennis courts and must wait at the lounge area for the member to arrive.
- 5 GUESTS**
- 5.1 Guest fees are chargeable at \$3.00 for the first 4 guests and \$6.00 for subsequent guests. Guest fees are not redeemable.
- 6 SOCIAL EVENINGS & CLUB TEAM PRACTICE**
- 6.1 Social Evenings and Club Team Practice will be held at such times and on such days as the Sub-Committee may decide. *(Updated 03 December 2008)*
- 6.2 Beginners and children under the age of 12 are not allowed to participate in Social Evenings and Club Team Practice.
- 6.3 Members who did not subscribe to Social Evenings and their guests may play on Social Evenings subject to payment of \$4.00 fees per evening on top of applicable guest fees for guests. *(Updated 01 August 2010)*
- 6.4 To give every member an equitable chance of playing on Social Evenings and Club Team Practice days, the following guidelines should be followed:
- 6.4.1. Order of play will be on a first-come-first-served basis.
- 6.4.2. Warm up before the first game should not exceed three minutes.
- 6.4.3. A short set should be played in every game, that is, a set will end when one side scores six games. Members should not continue playing whilst others are waiting to play.
- 6.4.4. Whenever possible, the Convenor, or in his absence a nominee of the Sub-Committee, will be in charge of organising play.
- 7 ATTIRE**
- 7.1 Players should only wear appropriate tennis attire when playing on the courts. The Management may, from time to time, stipulate the proper form of attire.
- 7.2 Only non-marking rubber-soled shoes appropriate for tennis may be worn by players on the courts. Any other form of footwear is strictly forbidden within the court areas.

**8 LIABILITY**

- 8.1 Members are liable for any damage caused by them or their guests to the tennis courts, tennis ball machine and to property adjoining the courts.
- 8.2 Players play on the Club courts at their own risk. The Club shall not be responsible or liable for any injury, damage or loss howsoever suffered or caused on the tennis premises.
- 8.3 The Management may amend or alter the rules and regulations without assigning any reason.

**GYM****1. GENERAL** (Updated 06 March 2009)

- 1.1 Members shall use the facilities at their own risk. The Club shall not be responsible for any mishap or injury however caused, sustained or incurred arising out of or in any way connected with the Gym or any other activities (e.g. aerobics, road runs, etc.) related to the Gym.
- 1.2 Members shall sign the attendance book before and after entering the Gym.
- 1.3 Members are required to produce their membership cards to the Attendant on duty or the Gym Instructor for identification purposes.
- 1.4 Members are strongly advised to seek medical advice before commencing workouts at the Gym.
- 1.5 Children under 16 years are not permitted to use the Gym or enrol as Members.

**2. OPENING HOURS**

Daily 8.30am - 10.00pm

**3. FEES** (Updated August 2006)

|                               |                   |
|-------------------------------|-------------------|
| Gym member (16 years & above) | \$10.00 per month |
| Casual user (member)          | \$ 2.50 per entry |
| Guest                         | \$ 5.00 per entry |

Towels: Free, however a levy of \$20 per piece will be imposed for non-return of towel.

**4. ATTIRE**

- 4.1 Male: Track shoes, track suits, T-shirts, singlet and shorts.
- 4.2 Female: Track shoes, track suits, T-shirts and shorts or leotards. (Transparent or extremely short shorts/attire is not permitted.)

**5. USAGE OF WEIGHTS**

- 5.1 The norm of all gymnasiums is that the weights and all exercise machines are shared by one and all. There shall be no monopoly by any one person over the use of the weights or machines. The Club shall have the power / right to decide when disputes occur, over the use of all facilities.
- 5.2 Members are required to ensure that all equipment is returned to their respective places after use.
- 5.3 Any damage to the equipment or property in the Gym caused by any member shall be charged to the member. The cost of the damage will be decided by the Management.

**6. IMPORTANT NOTES**

- 6.1 Smoking is strictly prohibited.
- 6.2 No food and beverage can be brought in or consumed in the Gym.
- 6.3 Personal equipment such as tennis/squash rackets and other associated equipment are not allowed in the Gym.
- 6.4 Club equipment is not allowed to be brought out of the gym.
- 6.5 Personal belongings such as bags, clothing, etc., are to be kept in lockers and not placed on the floor of the Gym or any section of the Gym.

- 6.6 Members using equipment with benches or lean-ons are required to lay a towel on the surface of the said benches / lean-ons before commencing the exercise.
- 6.7 TVs and the sound system shall not be monopolized by any one person. All channels chosen are determined by Management.

## 7. EXPULSION / REJECTION FROM THE GYM

The Club reserves the right to reject from the Gym any member who contravenes any prevailing rule of the Gym. A report shall be made to the Sub-Committee for further action.

## 8. CLUB REPRESENTATIVES

Members who represent the Club in any Inter-Club sport and games activity shall have free access to the Gym and other training activities organised by their respective Committees/Coaches. They must first register themselves with the Gym.

## 9. TERMINATION

- 9.1 One month's notice in writing is required and the Gym Card must also be returned if any member wishes to resign from the Gym, failing which, fees due for the following month will be charged to the member's account.
- 9.2 The club reserves the right to accept or reject any enrolment or renewal without assigning any reason whatsoever. *(Updated 03 December 2008)*

## BOWLING

*(Updated January 2007)*

### 1. OPERATING HOURS

|   |                       |
|---|-----------------------|
| Mondays to Thursdays & Eve of Public Holidays | 2.00pm - 11.00pm      |
| Fridays                                       | 12.00pm - 12 midnight |
| Saturdays                                     | 10.00am - 12 midnight |
| Sundays & Public Holidays                     | 10.00am - 11.00pm     |

### 2. LANE FEES

|                          |  |
|--------------------------|--|
| Monday to Friday         | \$1.50 per game - before 6 pm          |
|                          | \$2.20 per game - 6.00pm till closing  |
| Sat, Sun, Eve of PH & PH | \$2.20 per game - 10.00am till closing |

### 3. SHOE RENTAL

\$1.00 per pair. Members are required to wear socks when wearing house shoes. Socks are sold at \$3.00 per pair.

### 4. LOCKER RENTAL

Rental of locker at \$60.00 per annum is allowed on a first-come-first-served basis. Members shall pay a refundable deposit of \$50.00 per locker. All charges will be subject to prevailing GST.

### 5. DRESS CODE

- 5.1 Strictly no soiled or wet clothing.
- 5.2 Shoes with studs and spikes, wooden clogs and bare feet are not allowed in the Bowling Centre.
- 5.3 Bowlers are to wear appropriate bowling shoes when bowling.
- 5.4 Imposition of the dress code will be at the sole discretion of the Management.

### 6. FOOD & DRINKS

- 6.1 Only food & drinks purchased from the Club's outlets shall be consumed.

### 7. BOOKINGS

- 7.1 Only members are allowed to make bookings and all bookings shall be made with the staff stationed at the Bowling Alley Counter and Reception Counter.

- 7.2 One day advance booking may be made in person or by phone. Phone bookings can only be accepted with members providing telephone numbers for reconfirmation.
- 7.3 Booking will be on a first-come-first-served basis.
- 7.4 Booking by proxy is not allowed.
- 7.5 All fees shall be charged to the member's account.
- 7.6 The member booking the lane must be present in the Bowling Centre.
- 7.7 Members who fail to show up within 15 minutes after the commencing time will have their booking cancelled. The lanes will then be opened for booking or given to those in the waiting list. Failure to give prior notice for cancellation of booking or 'No Show' will render the member liable to a fine of \$10.00 per lane.
- 7.8 Three (3) consecutive cancellations will render a member ineligible for advance booking for a period of one (1) month.
- 7.9 Each member is allowed to book a maximum of 2 hours per lane. Extension will only be allowed at the discretion of the booking staff, when the lane is available.

## 8. MINORS

- 8.1 Parents must accompany children (8 - 16 years of age) at the bowler's zone.
- 8.2 Members are responsible for their children's safety and conduct.

## 9. BASIC BOWLING RULES

- 9.1 Bowlers shall exercise due care and consideration while on the lanes.
- 9.2 Bowlers must not bowl unless the pins have been reset.
- 9.3 No foreign matter, e.g. talcum powder, should be used on the lanes.
- 9.4 No lofting of the ball.
- 9.5 Bowlers shall not distract other bowlers' attention once on approach and ready to bowl.
- 9.6 Bowlers should give way to bowlers on the right.
- 9.7 No swearing.
- 9.8 Malfunction of any bowling equipment must be brought to the attention of the technician or staff at the Bowling Centre. No one other than the person authorised by the Club should try to rectify the fault.
- 9.9 Bowlers shall not go beyond the foul demarcation line to retrieve the balls stuck in the lane gutter. Only bowling alley staff are authorised to assist bowlers.
- 9.10 The Club shall not be responsible for member's equipment, damages to balls etc., under any circumstances.
- 9.11 No wet umbrellas or wet towels are allowed.
- 9.12 No practice throw is allowed. A penalty of additional frame will be charged accordingly (\$0.40 per frame).
- 9.13 Smoking is not allowed.
- 9.14 Drinking or eating is not permitted beyond the scoring tables.
- 9.15 Gambling is not allowed.

## 10. GENERAL

- 10.1 The Management may authorise the reservation of some or all the bowling lanes for leagues, competitions, clinics or such other purposes as the Management deems necessary.
- 10.2 The Management is authorised to enforce the rules and is empowered to warn bowlers to leave the Bowling Alley or the Club's premises.
- 10.3 Members and their guests who infringe any rules or refuse to obey the direction of the Management may be referred to the Disciplinary Committee.
- 10.4 The Club will not be liable for any mishap or injury to, or any loss or damage incurred by members during or as a result of the activity. *(Updated June 2005)*

## TABLE TENNIS

### 1. OPERATING HOURS

Daily 8.00am - 10.00pm

**2. TABLE BOOKING**

- 2.1 Table Tennis tables may be booked not more than seven days in advance and for not more than two hours by any one member.
- 2.2 Members may book additional hours on the day of play subject to availability of table.
- 2.3 Bookings in person or by telephone may be made at the Sports Complex Reception Counter by the member only. All fees shall be charged to the member's account.
- 2.4 The Management may, at any time, by notification on the notice board, reserve all or any of the tables on any day for the purpose of holding intra-club tournaments, inter-club matches or for Club functions.

**3. BOOKING FEES**

- 3.1 \$1.00 per table per hour

**4. CANCELLATION OF BOOKING**

- 4.1 A member wishing to cancel his table tennis booking must give notice to the officer at the Sports Complex Reception Counter at least one day before the day of play. Failure to give such notice will render the member liable to a fine of \$10.00. A table which is not taken up 15 minutes after the booked time will be deemed to have been cancelled without notice and will also render the member liable to a fine of \$10.00.

**5. ATTIRE**

- 5.1 Only non-marking rubber-soled shoes appropriate for Table Tennis may be worn. Any other form of footwear is strictly forbidden within the court areas.

**6. LIABILITY**

- 6.1 Members are liable for any damage caused by them or their guests to the Table Tennis tables and its accessories.
- 6.2 Players play at their own risk. The Club shall not be responsible or liable for any injury, damage or loss howsoever suffered or caused on the premises.
- 6.3 The Management may amend or alter the rules and regulations without assigning any reason.

**BILLIARDS****1. OPERATING HOURS***(Updated January 2007)*

|   |                       |
|---|-----------------------|
| Mondays to Thursdays & Eve of Public Holidays | 2.00pm - 11.00pm      |
| Fridays                                       | 12.00pm - 12 midnight |
| Saturdays                                     | 10.00am - 12 midnight |
| Sundays & Public Holidays                     | 10.00am - 11.00pm     |

**2. BOOKINGS**

- 2.1 Each member can book one session (1 hour) at a time and can only re-book after he has completed his game. Where two or more players book consecutively and play amongst themselves, these players are entitled to re-book after their individual bookings have been played. Booking by telephone is permitted but must be for only one session (1 hour) per day.  
Identity of the member must be clearly established to avoid abuse or misunderstanding.
- 2.2 Advance booking can only be made on the same day. Cancellation of this booking up to an hour before the time of play will be allowed.
- 2.3 Booking by proxy is not allowed.
- 2.4 All fees shall be charged to the member's account.
- 2.5 If a member who has booked a table fails to turn up within 10 minutes after commencement of the period, he forfeits his booking with full payment.





Members shall pay the cost of \$40.00 for a replacement key whether damaged or lost.

## **DANCE STUDIO**

1. **OPERATING HOURS** (Updated September 2009)

|   |                      |
|---|----------------------|
| Sundays to Thursdays & Public Holidays      | 9.00am - 11.00pm     |
| Fridays, Saturdays & Eve of Public Holidays | 9.00am - 12 midnight |
  
2. **BOOKINGS**
  - 2.1 Only members are allowed to make bookings and all bookings shall be made through the Sports Complex Reception Counter.
  - 2.2 One day advance booking may be made in person or by phone. Phone bookings can only be accepted with members providing telephone numbers for reconfirmation.
  - 2.3 Booking will be on a first-come-first-served basis.
  - 2.4 Booking by proxy is not allowed.
  - 2.5 Bookings are strictly for dance related purposes.
  
3. **FEES**
  - 3.1 \$10.00 per hour (before 6pm)  
\$20.00 per hour (after 6pm)
  - 3.2 Guest fees are applicable.
  
4. **ATTIRE**
  - 4.1 Smart casual.
  - 4.2 No sports shoes and sandals allowed.
  
5. **USE OF STUDIO**
  - 5.1 Strictly for dancing & dancing related purposes unless approved by the Management.
  - 5.2 Non-participants are not allowed in the studio with the exception of the Dance Sub-Committee and Management during organised dance sessions.
  
6. **CONDUCT**
  - 6.1 The Club reserves the right to reject or expel any member or guest who misbehaves or fails to conduct themselves in a proper manner.
  
7. **MANAGEMENT**
  - 7.1 The Management reserves the right to amend the regulations when necessary.
  
8. **LIABILITY**
  - 8.1 The Club will not be liable for any mishap or injury to, or any loss or damage incurred by the participant during or as a result of the event.

## **RESTAURANT** (Updated September 2009)

1. **OPERATING HOURS**  
As per stipulated at the restaurant.
  
2. **PROHIBITIONS**
  - 2.1 Persons in swimming attire or wet clothes, singlet, tank tops or sleeveless T-shirts.
  - 2.2 Littering.
  - 2.3 Rearrangement of furniture.
  - 2.4 Resting feet on tables or chairs.
  - 2.5 Food and beverage not purchased from the Club Caterer except for anniversary or birthday cakes.

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**CAFETERIA**

**1. OPERATING HOURS**

As per stipulated at the outlet.

**2. PROHIBITIONS**

2.1 Littering

2.2 Rearrangement of furniture.

2.3 Resting feet on tables or chairs.

2.4 Food and beverage not purchased from the Club Caterer except for anniversary or birthday cakes

**End**