



Singapore Ice Hockey Association

2018/2019 ICE TIME BOOKING FORM

## **Instruction**

1. Complete and endorse this form
  2. Email a copy of this form to [Valerie.Cheng@Siha.org.sg](mailto:Valerie.Cheng@Siha.org.sg) & [Yeong.MunJun@Siha.org.sg](mailto:Yeong.MunJun@Siha.org.sg)
  3. Receive confirmation of your ice time booking(s) and payment invoice(s)
  4. Make payment via bank transfer to SIHA within five (5) working days of invoice date (see Appendix A)
  5. Turn up and play hockey!
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## **Applicant Information**

Full name:

Residential address:

Contact number:

Email:

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## **Reservation Information**

DATE	TIME SLOT	RATE

\*Please refer to Appendix A for time slot and rate

# Terms & Conditions

- All ice time bookings are inclusive of a 10% administrative charge and 7% Good & Service Charge (GST)
- All participants must hold an active SIHA membership
- Full payment inclusive of all charges must be paid to SIHA within five (5) working days of invoice failing which, SIHA reserved the rights to cancel the ice time without notice
- All booking requests must be received by the 1<sup>st</sup> of the month prior to the requested month of booking (e.g. Form must be submitted by the 1<sup>st</sup> of May for booking for the month of June)
- Any changes/cancellations must be received by SIHA latest 21 days before the date of booking
- No further changes to the booking allowed 20 days prior to the booking date
- Invoice and receipt of payment will be sent to the applicant's email once processed
- The applicant will be held responsible for ensuring the payment of all bookings and he/she must not be booking for another user except for parents
- By submitting this booking form, the applicant hereby expressed that they have read, understand, and agree to abide by the Terms & Conditions stated above and the Rules & Regulations attached as Appendix B. The applicant will be held responsible for the actions of all participants and to make aware of both the Terms & Conditions, and the Rules & Regulations to all participants.

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Applicant's Signature

Name:

NRIC No:

Date:

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For Official Use Only

Booking Approval

**YES**

**NO**

(circle accordingly)

Payment Reference:

Remarks:

Approved by SIHA:

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Position:

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Position:

## **Appendix A**

### **Time slots and rates**

<b>Time Slot</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
<b>0500 – 0600</b>	561.60	561.60	561.60	561.60	561.60	561.60	561.60
<b>0600 – 0700</b>	561.60	561.60	561.60	561.60	561.60	561.60	561.60
<b>0700 – 0800</b>	561.60	561.60	561.60	561.60	561.60	561.60	561.60
<b>0815 – 0915</b>	561.60	561.60	561.60	561.60	561.60	561.60	561.60
<b>1715 – 1815</b>	877.50			877.50			
<b>1815 – 1915</b>	877.50			877.50			
<b>1930 – 2030</b>	877.50			1053.00			
<b>2030 – 2130</b>	877.50			1053.00			
<b>2145 – 2245</b>	561.60	561.60	561.60	561.60			561.60
<b>2245 – 2345</b>	561.60	561.60	561.60	561.60			561.60
<b>0000 – 0100</b>	444.60	444.60	444.60	444.60	444.60	444.60	444.60
<b>0100 – 0200</b>	444.60	444.60	444.60	444.60	444.60	444.60	444.60

Rates reflected above are inclusive of 10% Administrative charge & 7% Goods & Service Tax (GST)

### **Payment Details**

**NAME: SINGAPORE ICE HOCKEY ASSOCIATION**

**BANK: DBS BANK LTD**

**A/C NO.: 065-900469-5**

**BRANCH CODE: 065**

## **Appendix B**

### **Rules & Regulations**

1. The rental of ice time cannot be sublet to another applicant, if the time slot is no longer required, it must be reported to the managing agent office
2. All participants will not be allowed to enter the ice rink earlier than thirty (30) minutes prior to the stipulated booking time slot and all participants must vacate the ice rink no later than thirty (30) minutes after the stipulated booking time slot
3. No one is allowed on the ice while the ice resurfacing vehicle is on the ice. All participants must wait until the vehicle is off the ice and the gates to the vehicle are closed before getting onto the ice.
4. Applicants are to report all accidents at the time of incident to the facility operator on duty
5. Applicants are liable and responsible for all damages caused to the facility by any participant in the stipulated time slot.
6. SIHA reserves all rights to charge any cost, responsibilities or operational procedures relating to this agreement
7. The applicant must conform to all by-laws and policies as set out within Singapore, the facilities, and CapitaLand Mall, including but not limited to unruly and/or disruptive behaviour, consumption of alcohol and smoking.
8. No sale of food or drinks (incl. alcohol) is permitted without written approval from SIHA and license from the local relevant authority
9. Consumption of alcohol within The Rink premises is strictly forbidden
10. All ice time may be cancelled by The Rink at a reasonable time unless in any case of emergency such as technical issues. All applicants will be notified of any cancellation in the event of tournaments or special reservations.
11. SIHA or The Rink will not be held responsible for any lost or stolen personal articles
12. Due to compensation and insurance regulations, team coach must be the last one to leave the ice unless in unforeseen circumstances such as medical emergencies
13. The applicants are to ensure that if any nets are being used, the proper metal pegs must be used to secure the nets onto the ice
14. All cost arising from damages to any equipment or facility within the premises of The Rink are payable by the applicant at the cost of replacement and/or repair plus a 25% surcharge
15. Any changes to the applicant must be received in writing by SIHA at the earliest time possible
16. The applicant must ensure that all participants are properly equipped with protective gears for the session
17. Applicants have no rights of tenancy or any other agreement than these conditions

**FAILURE TO COMPLY WITH ANY OF THE ABOVE RULES WILL RESULT IN THE LOST OF ICE TIME**