



# BYE-LAWS



BYE-LAWS OF THE  
SERANGOON GARDENS  
COUNTRY CLUB



# CONTENTS

<b>Clause</b>	<b>Bye-Laws</b>	<b>Page</b>
<b>CLAUSE 1</b>	<b>PRELIMINARY</b>	1
1.1	Definitions	
1.2	Interpretation of the Bye-Laws	
<b>CLAUSE 2</b>	<b>LIABILITY OF THE CLUB</b>	1 - 2
2.1	Liability for Theft, Loss or Damage to Property	
2.2	Liability for Death or Injuries	
2.3	Supervision of Children	
<b>CLAUSE 3</b>	<b>FINANCIAL MATTERS</b>	2 - 3
3.1	Monthly Subscription	
3.2	Withdrawal of Privileges	
3.3	Members' Accounts	
3.4	Goods and Services Tax (GST)	
3.5	Coupon Sales	
<b>CLAUSE 4</b>	<b>USE OF CLUB AND FACILITIES</b>	4
4.1	General	
4.2	Paging for Members	
4.3	Use of Club's Facilities by Children	
4.4	Use of Club's Facilities by Family Members	
4.5	Booking of Facilities	
4.6	Rental of Facilities	
4.7	Teaching / Instructing / Coaching / Training	
<b>CLAUSE 5</b>	<b>GUESTS</b>	5
<b>CLAUSE 6</b>	<b>DISCIPLINE AND BEHAVIOUR</b>	5 - 6
<b>CLAUSE 7</b>	<b>PROHIBITIONS</b>	6 - 8
7.1	Spitting and Littering	
7.2	Obscenity	
7.3	Pets	
7.4	Music	
7.5	Skate Scooters, Skate Boards, Roller Skates and Roller Blades	
7.6	Dangerous Toys	
7.7	Club not to be used for Business	
7.8	Club's Property	
7.9	Smoking	
7.10	Gambling	
7.11	Tapping of Electricity	
<b>CLAUSE 8</b>	<b>FOOD AND BEVERAGE</b>	8
<b>CLAUSE 9</b>	<b>DRESS CODE</b>	8 - 10

# CONTENTS

<b>Clause</b>	<b>Bye-Laws</b>	<b>Page</b>
<b>CLAUSE 10</b>	<b>CAR PARKING</b>	11
<b>CLAUSE 11</b>	<b>MEMBERSHIP CARDS</b>	12
<b>CLAUSE 12</b>	<b>DAILY USE LOCKERS</b>	12 - 13
<b>CLAUSE 13</b>	<b>ABSENT MEMBERS</b>	13
<b>CLAUSE 14</b>	<b>CLUB'S ADMINISTRATION AND OPERATING HOURS</b>	14
<b>CLAUSE 15</b>	<b>FACILITIES</b>	14 - 37
15.1	The Ballroom	14 - 15
15.2	Function Rooms	15
15.3	Atrium Café	16
15.4	Coffee Deli	16
15.5	Garden Grill (Restaurant)	16 - 17
15.6	Dance & Music Lounge	17 - 18
15.7	Karaoke Lounge & KTV Rooms	18 - 19
15.8	Sports Bar	19 - 20
15.9	Reading Room	20 - 21
15.10	Children's Playroom (Kiddie Land)	21 - 22
15.11	Mahjong / Card Rooms	22 - 23
15.12	Video Games Room	23 - 24
15.13	Jackpot Room	24 - 25
15.14	Billiard Room	26 - 27
15.15	Squash Courts / Table Tennis	27 - 28
15.16	Gym	28 - 30
15.17	Swimming Pools and Spa Pools	30 - 32
15.18	Sauna and Steam Rooms	32 - 33
15.19	Water Play System	33
15.20	Gardens Bowl	33 - 35
15.21	Tennis Courts	35 - 37
<b>CLAUSE 16</b>	<b>SPORT &amp; GAMES</b>	37 - 39
16.1	General	37
16.2	Convenors	37 - 38
16.3	Nomination & Election of Convenors	38
16.4	Appointment of Sub-Committees	39
16.5	Terms of Reference of Sub-Committees	39
<b>SCHEDULE I</b>		40 - 43
<b>SCHEDULE II</b>		44 - 46

# **1 PRELIMINARY**

## **1.1 Definitions**

In the Bye-Laws made hereunder, unless otherwise stated :

- a. 'The Club' means the Serangoon Gardens Country Club.
- b. 'The Committee' means the General Committee of the Club.
- c. 'The Sub-Committee' means the Sub-Committee in respect of any games / activities.
- d. 'The President' means the President of the Club.
- e. 'The Convenor' means the Convenor of any sport / game elected or appointed under Clause 16 in the Bye-Laws.
- f. 'The Secretary' means the Honorary Secretary of the Club.
- g. 'The Treasurer' means the Honorary Treasurer of the Club.
- h. 'Member' or 'Members' shall mean the categories of members set out in Clause 6.1 in the Constitution and such other categories as may be created under Clause 6.2 in the Constitution.
- i. 'Children' means persons who have not attained the age of twelve (12) years.
- j. 'Management' means the General Manager and Managers employed by the Club.

## **1.2 Interpretation of the Bye-Laws**

The Committee is the sole authority for the interpretation of the Bye-Laws of the Club. The decision of the Committee upon any question of interpretation of the Bye-Laws or any matter not covered by the Bye-Laws is final and binding on all members.

Words importing the masculine gender shall include (where the context admits) the feminine gender. In interpreting these Bye-Laws, it should be read in conjunction with the Club's Constitution.

# **2 LIABILITY OF THE CLUB**

## **2.1 Liability for Theft, Loss of or Damage to Property**

The Club shall not be liable for any theft, loss of or damage to any property brought to the Club's premises by a member, his family members or his guests.

## **2.2 Liability for Death or Injuries**

The Club shall not be liable in any way whatsoever in respect of the death of or personal injuries to a member, his family members or his guests whilst at the Club or during Club activities.

## **2.3 Supervision of Children**

Members shall be responsible for the good behaviour and safety of their children and children of their guests at all times whilst in the Club's premises.

# **3 FINANCIAL MATTERS**

## **3.1 Monthly Subscription**

A monthly subscription is payable by a member in advance on the first day of each month. The rates of subscription shall be as prescribed in Schedule I hereto.

## **3.2 Withdrawal of Privileges**

Should any member's account not be in credit, the Secretary or Treasurer may after due notification to the member, withdraw the privileges of the member (including the privileges of that member's family) from the Club until credit has been re-established.

## **3.3 Members' Accounts**

- a. Statement of accounts for each month shall be sent out within the first week of the following month. The due date for settlement of current charges is the end of the month in which the statement is sent. If full payment is not made by then, a first reminder incorporated in the next statement of account will be issued.
- b. If full payment is not made within fourteen (14) days of the first reminder, the Secretary or Treasurer shall send a second reminder giving him a further 14 days to settle all overdue charges and informing him that an administrative charge for late payment will be levied as prescribed in Schedule I hereto.
- c. If a member fails to make full payment of the stipulated amount within fourteen (14) days after the second reminder, the Secretary or Treasurer shall send him a third reminder by registered post informing him that unless full payment of all current and overdue charges is received within fourteen (14) days of the third reminder, his credit facilities will be suspended and his name will be posted on the Club's notice board as a defaulter. In addition, an administrative charge for the third reminder will be imposed as prescribed in Schedule I hereto.

- d. If the member still fails to make full payment of all current and overdue charges after the said fourteen (14) days notice has been given, his credit facilities will be suspended, and the Secretary or Treasurer shall list his name on the Club's notice board as a defaulter.
- e. If the member fails to place his account in credit within fourteen (14) days of his name being posted as a defaulter, the Secretary or Treasurer shall seek the approval of the Committee to delete him from the membership list.
- f. The member shall be entitled to appeal to the Committee within three (3) months after being deleted from the membership list. The member must place his outstanding account in credit before any appeal can be considered for reinstatement of membership. In the event the Committee accedes to the member's appeal, the member shall pay the reinstatement charge as prescribed in Schedule I hereto. The Committee may impose such other conditions as it deems fit before reinstating the member.
- g. Notwithstanding the above, the Committee reserves the right to charge interest on all amounts owing with effect from the due date(s).
- h. Payment by cheques for outstanding accounts may be accepted provided that they are made in favour of the Club and the member has no previous record of issuing a bounced cheque. The Treasurer or Secretary may suspend the credit facility of a member who has issued a bounced cheque. The Treasurer or Secretary reserves the right to refuse acceptance of cheque from a member whose cheque(s) bounced repeatedly.

### **3.4 Goods and Services Tax (GST)**

All rates stated are subject to Goods and Services Tax (GST) as determined by the relevant authorities.

### **3.5 Coupon Sales**

- a. Cash coupons shall be available only to guests of a member or an affiliated Club member and can only be sold by personnel authorised by the General Manager. The cash coupons shall be valid for a period of three (3) months from the date of purchase.
- b. Cash coupons can be used for purchase of food and beverage or for use of facilities in the Club, and cannot be used in exchange for coins at the Jackpot Room or for video games.
- c. Unused cash coupons cannot be redeemed except in circumstances allowed by the General Manager.

## **4 USE OF CLUB AND FACILITIES**

### **4.1 General**

Notwithstanding the provisions of these Bye-Laws, the Committee reserves the right to reserve any area of the Club or use of any equipment for functions, events, team practices, maintenance and lessons for a specified period.

### **4.2 Paging for Members**

The Club shall not be responsible for locating any member or his guests with regard to personal telephone calls, and there will be no paging for any member or his guests.

### **4.3 Use of Club's Facilities by Children**

Children of a member under twelve (12) years of age may enter the Club's premises and use the facilities only when accompanied by the member, an adult family member or an authorised child minder. The member is responsible for his children's and child minder's behaviour and conduct at all times whilst at the Club's premises.

### **4.4 Use of Club's Facilities by Family Members**

Member's spouse, family members above the age of 12 but below the age of 21 shall be allowed to sign for the use of Club's facilities upon presentation of their respective membership cards.

#### **4.4A Use of Club Facilities by Family Members of a Deceased Member**

- i. Upon the demise of a Founder Member, Life Member or Ordinary Member, the spouse of the deceased Member may apply to the Committee to continue to use the facilities of the Club pending the transfer of membership in accordance with Article 17 of the Constitution.
- ii. The Committee, may, at its absolute discretion, approve such application, provided:
  - a. the spouse member is a registered Family Member of the deceased member;
  - b. the spouse member undertakes to pay promptly all fees and expenses incurred under the deceased member's account and observe all the Club's bye-laws and regulations;
  - c. the account is subject to a credit limit as determined by the Committee from time to time;

- d. such approval will cease upon the transfer of membership or 12 months from the date of demise of the member, whichever is the earlier;
- e. the Committee reserves the right to review or terminate the arrangement at anytime without assigning any reason.

#### **4.4B Use of Club's Facilities by Members' Grandchildren**

Grandchildren [under twelve (12) years of age] who are accompanied by their grandparents who are Club Members will be allowed to use the Club's facilities on the same basis as Members' children. (For the purpose of clarity, grandchildren in the context do not have to be children of Club Members.)

Details of the basis of usage of Club facilities are as follows:

##### **Signing In**

Grandparents do not have to sign in their grandchildren who are below twelve (12) years of age. The General Committee will reply on the integrity of grandparents not to abuse this privilege by bringing children who are not their grandchildren.

##### **Facilities which are free of usage charge:**

Swimming Pool  
Water Play System  
Kiddieland

##### **Facilities which are charged at Member's rate:**

Bowling Alley  
Table-tennis Table  
Squash Court  
Tennis Court  
Towel Rental

##### **Facilities not open to children below 12 years:**

Darts  
Gymnasium  
Spa Pool  
Sauna and Steam Baths

##### **Programmes**

Grandchildren of members are not eligible to participate in events, activities, competitions and tournaments which are exclusively for members' children. In all other instances, participation of grandchildren will be charged at guest rates, if applicable.

### **Bye-laws and Supervision**

Grandparents shall be responsible for the good behaviour and safety of their grandchildren and for ensuring that all terms, conditions and prohibitions on the usage of facilities as set out in the Bye-laws of the Club are strictly observed. The Club shall not be liable for any injury sustained by the grandchildren while in the Club premises or during Club activities.

#### **4.5 Booking of Facilities**

The Ballroom, Function Room, Main Lobby and designated areas of the Poolside may be booked by members for private functions by giving the required notice under the Bye-Laws. All other facilities may only be booked subject to the Management's approval.

#### **4.6 Rental of Facilities**

The Committee may from time to time designate certain facilities for rental to non-members for private functions on such terms and conditions as the Committee determines.

#### **4.7 Teaching / Instructing / Coaching / Training**

Any form of instruction, teaching, coaching or training is not allowed in the Club except with prior arrangement by the Resident Coaches and with approval of the Management.

### **5 GUESTS**

- a. A member is allowed to bring in guests to the Club. Guests are not permitted to use facilities that may from time to time be specified by the Committee as being not available to them.
- b. A member is required to sign in his guests without demand. The Committee may, in addition, restrict the number of guests that a member is allowed to bring in at any one time or for any one activity.
- c. A member bringing in guests must be present at all times when his guests are in the Club. A member shall be solely responsible for ensuring that his guests observe the Constitution and Bye-Laws of the Club. The member shall be liable to the Club for any damage or injury caused by his guests and shall keep the Club, the Committee and its employees and agents fully indemnified in respect of any action, claim or demand arising by reason of any act or fault of his guests.
- d. A member must ensure that his guests are signed in without request at the designated counters before they are brought into any part of the Club's premises.

- e. A member must without demand sign for, on a prior basis, the appropriate guest charges for use of facilities as prescribed in Schedule 1 hereto. A member found not to have complied with this bye-law shall be subject to a penalty charge in addition to paying the guest charges as prescribed in Schedule 1 hereto.

## **6 DISCIPLINE AND BEHAVIOUR**

- 6.1 No member or his guest shall reprimand, abuse or falsely accuse or defame a Committee Member, Sub-Committee member or a Club staff. If a member has any cause of complaint against a Committee Member or Sub-Committee Member or a Club staff regarding any matter concerning the implementation of the Bye-laws, Constitution or any decision of the Management, he shall communicate the same to the Management or the Committee in writing.
- 6.2 A member shall conduct himself with decorum at all times in the Club's premises and shall be fully liable and responsible for the discipline, conduct and behaviour of his family members and guests. Any misconduct on the part of his family members and/or guests shall, for the purposes of these Bye-Laws, be deemed to be the misconduct of the member concerned, which misconduct may render the member concerned liable for disciplinary action under the Club's Constitution and Bye-Laws at the discretion of the Disciplinary Committee.
- 6.3 A member, his family members and guests shall at all times use the Club's facilities so as not to interfere with the reasonable comfort of, or be a nuisance to, or cause embarrassment to other members of the Club. A member, his family members and guests shall duly observe all reasonable requests made by the Management or the Club staff in that respect. The Committee shall be the sole and final arbiter as to the fairness of the requests.
- 6.4 A member or guest shall strictly observe the dress code as prescribed by these Bye-Laws. In the event of non-compliance, the Club staff may require the member or guest to leave the facility.
- 6.5 A member shall not conduct himself contrary to any local laws whilst in the Club's premises.
- 6.6 No member, family member or guest shall vandalise or deal with the Club's property inappropriately. No member, family member or guest shall move any Club's property from its original position without the approval of the Management. In addition, the member may be required to pay for the cost of repair or replacement as may be determined by the Disciplinary Committee.
- 6.7 The Committee, the respective Sub-Committee and the Club staff are authorised to enforce the Bye-Laws and are empowered to warn members, their family members or their guests of infringements, and if necessary, to request them to leave the outlet or Club's premises.

- 6.8 Any member and/or his guest who infringes any Bye-Law or refuses to obey the direction of the respective Committee Member, Sub-Committee Member or staff may be referred to the Disciplinary Committee.
- 6.9 Any member who is aggrieved by a decision made by the Management or the Disciplinary Committee, may appeal to the Committee within one (1) week from the date of the notification of such decision for a review. The Committee shall consider the decision under review at its next meeting and its decision shall be final and shall not be brought to any other body or any court of law for review.
- 6.10 No member or guest shall give any gratuity or tip to any employee of the Club other than by subscribing to a fund authorised by the Committee.

## **7 PROHIBITIONS**

### **7.1 Spitting and Littering**

Spitting and littering are strictly not allowed in the Club's premises.

### **7.2 Obscenity**

No obscene language or gesture is allowed in the Club's premises.

### **7.3 Pets**

No pets shall be allowed into the Club's premises.

### **7.4 Music**

The use of personal radio receivers, television sets, gramophones, compact disc players, tape recorders or musical instruments within the Club's premises is prohibited unless approved by the Committee, except for portable radio devices that do not cause disturbance to other Club users.

### **7.5 Skate Scooters, Skate Boards, Roller Skates and Roller Blades**

Skate scooters, skate boards, roller skates and roller blades are strictly prohibited in the Club's premises.

### **7.6 Dangerous Toys**

Beyblades or any other toys or devices which may cause annoyance or pose a danger to other users are strictly prohibited in the Children's Playroom (Kiddie Land) and the lobby areas.

### **7.7 Club not to be used for Business**

- a. No member can use or advertise or permit others to use or advertise the name or acronym or address of the Club for business purposes. No paper, written or printed notice or placard can be exhibited, displayed or distributed or in any way brought to the notice of members without the prior written sanction of the General Manager.
- b. A member shall not make use any part of the Club's premises as a place of worship, for organising or conducting religious affairs. A member shall not conduct political activities, lucky draws, lotteries or any form of gambling.

### **7.8 Club's Property**

No member, family member or guest shall remove any Club property (including newspapers and magazines) from the premises. Those removing or damaging any Club property shall pay for making good the same. The cost shall be assessed by the General Manager whose decision shall be final.

### **7.9 Smoking**

No member, family member or guest shall smoke in any designated non-smoking area.

### **7.10 Gambling**

Gambling shall not be permitted within the Club's premises unless authorised by the Committee and approved by the relevant authorities. Gambling occurs whenever cash transaction is involved in a game of chance.

### **7.11 Tapping of Electricity**

Tapping of electricity from any power point is not allowed except in the Reading Room.

## **8 FOOD AND BEVERAGE**

- 8.1 Only food and drinks purchased from the Club may be consumed within the Club's premises.
- 8.2 Prices for food and drinks sold at the Club will be set at a rate approved by the Committee and it may from time to time be revised as the Committee may deem fit.
- 8.3 Persons under the age of eighteen (18) years will not be served with intoxicating beverages.

- 8.4 No food and drinks shall be taken away by a member, family member, or guest after a Club event.
- 8.5 All food and drinks for functions, seminars or events shall be catered only through or by the Club unless prior approval is obtained from the General Manager.
- 8.6 Members and banquet clients are only allowed to bring duty-paid wine and hard liquor to Garden Grill, Atrium Café, Coffee Deli and banquet functions if the labels are not available in the Club.
- 8.7 Members and banquet clients bringing in duty-paid wines and liquor will be charged corkage charges.

## 9 DRESS CODE

- 9.1 Members and guests are expected to be dressed in a manner appropriate to the occasion they attend or the facilities they use. It is expected that they will use their good judgement and exercise discretion to ensure that they are dressed decently in keeping with good taste and decorum.
- 9.2 The Committee or Management will determine what is acceptable in any particular situation not covered by the specific requirements set out in the Bye-Laws.
- 9.3 Members and guests are to observe the following general guidelines:
  - a. Use of swimwear must be confined to the main swimming pool complex and adjoining outdoor areas.
  - b. Running shorts, singlets which are sleeveless, sweaty sports or workout attire and flip-flops are not permitted in the air-conditioned areas of the Main Clubhouse and Heliconia Wing.
- 9.4 Attire requirements are categorized as Smart, Casual and Sports or Workout as set out below:

- a. **Smart Attire**

Minimum requirements:

**Men:** Long pants, jeans, shirts or t-shirts with collar or Mandarin collar with sleeves, and proper shoes.

**Women:** Dresses, pants, skirts, jeans, blouses or t-shirts, with proper shoes or covered sandals.

- b. **Casual Attire**

Minimum requirements:

**Men:** Shorts, bermudas, jeans, collarless t-shirts with sleeves, sandals or slippers.

**Women:** Blouses, t-shirts, shorts, bermudas, jeans, sandals or slippers

c. **Sports or Workout Attire**

Sports and workout attire should conform to generally accepted norms of the sport concerned, subject to the following specific requirements:

- i. For Tennis, sleeved t-shirts and tennis shorts / skirts approved by the International Tennis Federation;
- ii. Appropriate non-marking shoes must be worn on tennis and squash courts;
- iii. Slippers, sandals and flip-flops are not allowed when using tennis courts, squash courts, bowling alley and gym;
- iv. No bare-bodied and bare-footed workout or play is permitted in the gym, bowling alley and squash courts;
- v. Minimum attire for Sauna & Steam Room is a towel.

9.5 The appropriate attire for facilities shall be as follows:

a. **Smart Attire**

- i. Garden Grill (Mondays to Saturdays except Public Holidays)
- ii. Dance & Music Lounge
- iii. Karaoke Lounge & KTV Rooms
- iv. Billiard Room (collarless t-shirts allowed)
- v. Mahjong / Card Rooms
- vi. The Ballroom
- vii. Function Rooms

b. **Casual Attire**

- i. Main Lobby (except when used for Club events)
- ii. Garden Grill (Sundays & Public Holidays only - sandals and slippers are not allowed)

- iii. Atrium Cafe
  - iv. Sports Bar / Beer Garden
  - v. Reading Room
  - vi. Jackpot Room
  - vii. Video Games Room
  - viii. Children's Playroom (Kiddie Land)
- c. **Sports or Workout Attire**
- i. Squash Courts
  - ii. Tennis Courts
  - iii. Gardens Bowl
  - iv. Gym
  - v. Coffee Deli

## 10 CAR PARKING

- a. A member's vehicle displaying a valid car label will be allowed to park in the Club's premises. An authorised staff shall be entitled to refuse entry or direct the driver of the vehicle, not displaying a valid car label, to park in the visitor's parking lots if available.
- b. A member is required to park his vehicle in an orderly manner in the designated car park lot for members and should comply with any directions that may be given by the Club staff.
- c. A member is not allowed to park in a reserved lot.
- d. Parking or waiting at the car-porch of the clubhouses is strictly not allowed at all times except for authorised vehicles.
- e. The Committee reserves the right to disallow members, family members or guests from parking at the designated lots if the car park lots are required for Club events.
- f. Each member is entitled to one (1) car label but he may request for additional labels. A member requiring additional labels has to pay a refundable deposit for the second label and monthly charges for the third and subsequent labels as prescribed in Schedule I hereto.

- g. Every application for a label must be supported by a copy of the vehicle registration card as proof of ownership.
- h. A member must return the car label(s) to the Club when :
  - i. he disposes off his car;
  - ii. when he ceases to be a member of the Club;
  - iii. when he applies to be placed on the Absent Members' List
 failing which, a charge equivalent to the deposit as prescribed in Schedule I hereto shall be levied.
- i. Car labels are not transferable.
- j. Any vehicle found parked in a disorderly manner or in an unauthorised area will have its wheels clamped. A penalty charge as prescribed in Schedule I hereto shall be required for the release of the wheel clamp.
- k. Unless authorised by the General Manager, no member or guest is allowed to park his vehicle overnight at the Club's premises.

## **11 MEMBERSHIP CARDS**

- a. Membership cards shall be issued once without charge to a member and his family. Membership cards belong to the Club and shall be returned to the Club on termination of membership or when requested to do so by the Committee.
- b. Membership cards are not transferable and may only be used by the person whose name appears on the card.
- c. Except in circumstances approved by the General Manager, a fee shall be levied for the replacement of a membership card as prescribed in Schedule I hereto.
- d. All charges for the use of the Club's facilities or for consumption of food and drinks shall be strictly by credit upon presentation of membership card. Guests of members shall be allowed to make payment by way of credit card, subject to payment of an administration fee as prescribed in Schedule I hereto.
- e. In the event a member loses his card, the member shall inform the Club immediately. The member shall be liable for any use of his membership card until the time the Club is informed of the loss.

- f. The membership card must be produced without demand:
  - i. Upon entry into the Club's premises or
  - ii. When making use of Club's facilities or
  - iii. When requested to do so by a Committee Member or an authorised staff of the Club.
- g. Membership cards will be issued to family members aged twelve (12) years and above upon application.

## **12 DAILY USE LOCKERS**

- a. Member must sign for use of a locker at the Palm Wing Reception.
- b. No fee shall be levied for the use of the lockers.
- c. Locker keys must be returned before the closing hours of the Palm Wing Reception, failing which a charge will be levied as prescribed in Schedule I hereto.
- d. The Management has, after prior notice to the member, the right to open and check the contents stored inside the lockers for security reasons and for cleaning purposes.

## **13 ABSENT MEMBERS**

- a. A member who intends to leave Singapore temporarily for a continuous period of not less than three (3) months and who wishes to be placed on the Absent Members' List may apply in writing to the Secretary before leaving Singapore.
- b. A member must also produce documentary evidence such as visa, work permit, company's letter or other relevant documents in support of his application.
- c. The Committee may, at its sole discretion, approve such an application provided the applicant has paid up all monies due to the Club.
- d. A member shall remain on the Club's Absent Members' List as long as he keeps his account in credit.
- e. If the member leaves Singapore for a continuous period exceeding twelve (12) months, the Committee may delete the member's name from the Absent

Members' List unless an application to continue to be placed on the List is made in writing to the Secretary before the expiry of the period previously approved by the Committee. The Committee may, at its discretion, approve such application provided the member has paid up all monies due to the Club.

- f. An absent member shall pay such subscription as prescribed in Schedule I hereto and shall be liable for the full subscription for the month in which he leaves and the month in which he returns. An Absent Member's subscription for the period during which he is placed on the Absent Members' List (including the month in which he leaves and the month in which he returns) shall be payable in advance.
- g. Family members of an absent member shall not be entitled to use the facilities of the Club during the period of the member's absence.
- h. The Secretary shall be notified immediately in writing once the member returns to Singapore and the member shall resume payment of the full subscription with effect from the month he returns.
- i. A member must settle all his outstanding accounts and return his membership card including that of his family members to the Membership Relations Department. The membership card of the member and his family members shall be returned to the member upon his return.
- j. An absent member is not allowed to use the facilities of reciprocal Clubs.

## **14 CLUB'S ADMINISTRATION AND OPERATING HOURS**

The Club's administration and operating hours of its facilities shall be as prescribed in Schedule II hereto.

## **15 FACILITIES**

### **15.1 THE BALLROOM**

#### **15.1.1 Booking Hours**

Hours available for bookings shall be as prescribed in Schedule II hereto.

#### **15.1.2 Booking Procedures**

- a. The Ballroom will be available for bookings by members and the public.
- b. Bookings and confirmation of requirements shall be made seven (7) working days in advance. Bookings by telephone shall be confirmed within twenty-four (24) hours with a return fax or email from the Food & Beverage Department.

### 15.1.3 **Cancellation**

All bookings once acknowledged are considered confirmed. In the event of cancellation of confirmed bookings, the charges as stated in Schedule 1 shall apply.

### 15.1.4 **Responsibilities of the Member**

- a. The member must ensure that his guests are confined to The Ballroom unless for valid reasons.
- b. The member must be present throughout the function and shall be responsible for the conduct of the function, the behaviour of his guests, cleanliness of the area and charges incurred.

### 15.1.5 **Dress Code**

Dress code shall be as prescribed in Clause 9 hereto.

### 15.1.6 **Prohibitions**

- a. For hygiene reasons, food offered at the function is not allowed to be removed from the Club's premises.
- b. No outside food and beverage is to be brought to the Club except for wine, hard liquor, birthday cake, wedding cake or anniversary cake. Such wine and hard liquor brought for private functions are subject to corkage charge.

## 15.2 **FUNCTION ROOMS**

### 15.2.1 **Booking Hours**

Booking hours shall be as prescribed in Schedule II hereto.

### 15.2.2 **Booking Procedures**

- a. The Function Rooms will be available for bookings by members and the public.
- b. Bookings and confirmation of requirements shall be made by the member at least seven (7) working days in advance. Bookings by telephone shall be confirmed within twenty-four (24) hours with a return fax or email from the Food & Beverage Department.

### 15.2.3 **Cancellation**

All bookings once acknowledged are considered confirmed. In the event of cancellation of confirmed bookings, the charges as stated in Schedule 1 shall apply.

### 15.2.4 **Responsibilities of the Member**

- a. The member must ensure that his guests are confined to the Function Rooms unless for valid reasons.
- b. The member must be present throughout the function and shall be responsible for the conduct of his guests, cleanliness of the area and charges incurred.

### 15.2.5 **Dress Code**

Dress code shall be as prescribed in Clause 9 hereto.

### 15.2.6 **Prohibitions**

- a. For hygiene reasons, food offered at the function is not allowed to be removed from the Club's premises;
- b. No outside food and beverage is to be brought to the Club except for wine, hard liquor, birthday cake, wedding cake or anniversary cake. Such wine and hard liquor brought for private functions are subject to corkage charge.

## 15.3 **ATRIUM CAFE**

### 15.3.1 **Operating Hours**

Operating hours shall be as prescribed in Schedule II hereto.

### 15.3.2 **Dress Code**

Dress code shall be as prescribed in Clause 9 hereto.

Any member, family member or guest who does not conform to the dress code may be required by the Club staff to leave the Atrium Cafe.

## 15.4 **COFFEE DELI**

### 15.4.1 **Operating Hours**

Operating hours shall be as prescribed in Schedule II hereto.

#### 15.4.2 **Dress Code**

Dress code shall be as prescribed in Clause 9 hereto.

Any member, family member or guest who does not conform to the dress code may be required by the Club staff to leave the Coffee Deli.

#### 15.5 **GARDEN GRILL (RESTAURANT)**

##### 15.5.1 **Operating Hours**

Operating hours shall be as prescribed in Schedule II hereto.

##### 15.5.2 **Dress Code**

Dress code shall be as prescribed in Clause 9 hereto.

Any member, family member or guest who does not conform to the dress code may be required by the Club staff to leave the Garden Grill.

##### 15.5.3 **Table Reservations**

- a. Reservations can be made in person or by phone.
- b. A member making table reservation must give his full name, membership number, the number of diners and the time and date of dining.
- c. Table reservation will only be held for half (1/2) an hour.
- d. Cancellation of a reservation on special occasions is allowed by giving at least twenty-four (24) hours notice. If the reservation is not cancelled and the member fails to take up the table, a surcharge will be levied as prescribed in Schedule I.

##### 15.5.4 **Prohibitions**

Use of handphone is not allowed.

#### 15.6 **DANCE & MUSIC LOUNGE**

##### 15.6.1 **Operating Hours**

- a. Operating hours shall be as prescribed in Schedule II hereto.
- b. Last order shall be made at least fifteen (15) minutes before closing time.

### 15.6.2 **Admission**

Persons below the age of eighteen (18) years shall not be admitted into the Dance & Music Lounge except during competitions or any other occasions as determined by the Committee.

### 15.6.3 **Dress Code**

- a. Dress code shall be as prescribed in Clause 9 hereto.
- b. In the event of themed parties, exceptions will be made for those dressed in accordance with the theme.
- c. Any member, family member or guest who does not conform to the dress code may be required by the Club staff to leave the Dance & Music Lounge.

### 15.6.4 **Prohibitions**

- a. Members and guests are not allowed to bring their own food and drinks to the Dance & Music Lounge for consumption.
- b. The Committee or an authorised staff reserves the right to refuse entry or service to any intoxicated member or guest at the Dance & Music Lounge.
- c. Guest performance will only be permitted on special occasions specified by the F&B Committee.
- d. Adjusting the sound system or television volume or channels is prohibited except by authorised staff.
- e. Except where bottled hard liquor is purchased and kept at the outlet for consumption, all members are subject to a first drink charge at normal bar prices nightly. All guests are required to pay a cover charge, as determined by the Committee from time to time. No water will be served without any beverage orders.
- f. Members and their guests shall not smoke in non-smoking areas.
- g. Reservation of tables will not be permitted. Table allocation will be on a first-come-first-served basis based on the number of persons in the group.

## 15.7 **KARAOKE LOUNGE & KTV ROOMS**

### 15.7.1 **Operating Hours**

- a. Operating hours shall be as prescribed in Schedule II hereto.
- b. Last order shall be made at least fifteen (15) minutes before closing time.

### 15.7.2 **Admission**

Persons below the age of eighteen (18) years shall not be admitted into the Karaoke Lounge, other than private KTV rooms and during competitions or any other occasions as determined by the Committee.

### 15.7.3 **Dress Code**

- a. Dress code shall be as prescribed in Clause 9 hereto.
- b. In the event of themed parties, exceptions will be made for those dressed in accordance with the theme.
- c. Any member, family member or guest who does not conform to the dress code may be required by the Club staff to leave the Karaoke Lounge & KTV Rooms.

### 15.7.4 **Prohibitions**

- a. Members and guests are not allowed to bring their own food and drinks to Karaoke Lounge & KTV Rooms for consumption.
- b. The Committee or authorised staff reserves the right to refuse entry or service to any intoxicated member or guest at the Karaoke Lounge or KTV Rooms.
- c. Guest performance will only be permitted on special occasions specified by the F&B Committee.
- d. Adjusting the sound system or television volume or channels is prohibited except by authorised staff.
- e. Except where bottled hard liquor is purchased and kept at the outlet for consumption, all members are subject to a first drink charge at normal bar prices nightly. All guests are required to pay a cover charge, as determined by the Committee from time to time. No water will be served without any beverage orders.
- f. Members and their guests shall not smoke in non-smoking areas.
- g. Reservation of tables will not be permitted. Table allocation will be on a first-come-first-served basis based on the number of persons in the group.

### 15.7.5 **Booking Procedures for KTV Rooms**

- a. Only members are allowed to book the KTV Rooms.
- b. Bookings will be allowed up to one month in advance.
- c. Advance bookings must be for a minimum duration of three (3) hours. Request for extension may be accepted subject to availability of the room.
- d. In the event of cancellation of a confirmed booking, the charges as prescribed in Schedule I shall apply.
- e. The full rate shall apply for every subsequent thirty (30) minutes extension after the booking duration. No refund will be made for any unused duration.

## 15.8 **SPORTS BAR**

### 15.8.1 **Operating Hours**

Operating hours shall be as prescribed in Schedule II hereto.

### 15.8.2 **Admission**

Persons below the age of twelve (12) years shall not be admitted into the Sports Bar after 9.00pm except on special occasions determined by the Committee.

### 15.8.3 **Dress Code**

- a. Dress code shall be as prescribed in Clause 9 hereto.
- b. Anyone participating in energetic sports will be expected to shower and change subsequent to any game before entering the Sports Bar at any time.
- c. Any member, family member or guest who does not conform to the dress code may be required by the Club staff to leave the Sports Bar.

### 15.8.4 **Prohibitions**

- a. Members and guests are not allowed to bring their own food and drinks to the Sports Bar for consumption.
- b. The Committee or authorised staff reserves the right to refuse entry or service to any intoxicated member or guest at the Sports Bar.
- c. No person is to indulge in any form of unruly game/activity.
- d. Sleeping, boisterous/noisy behaviour and placing of feet on chairs/tables are not permitted.

- e. Adjusting the sound system or television volume or channels is prohibited except by authorised staff.
- f. Reservation of tables will not be permitted. Table allocation will be on a first-come-first-served basis based on the number of persons in the group.

#### 15.8.5 **Board Game Set**

- a. Board games sets can be signed out from the Sports Bar Counter / Reception and shall be returned after use.
- b. Members shall return the board games intact and shall be responsible for any missing or damaged items.

#### 15.8.6 **Darts Game**

- a. House darts are available from the bar counter and members are required to sign for it.
- b. Play will be on a first-come-first-served basis and if any member or his guests want to play the next game, he will have to chalk or score for the current game in progress.
- c. Practice throws are only allowed when no games are being played.
- d. No music will be allowed during dart competitions or league games.

### 15.9 **READING ROOM**

#### 15.9.1 **Operating Hours**

Operating hours shall be as prescribed in Schedule II hereto.

#### 15.9.2 **Admission**

- a. Children below the age of five (5) years must be supervised by an adult at all times.
- b. A member shall be allowed up to a maximum of two (2) guests at anytime.

#### 15.9.3 **Dress Code**

Dress code shall be as prescribed in Clause 9 hereto.

#### 15.9.4 **Prohibitions**

- a. Food or beverage is not allowed.

- b. Magazines and newspapers are not to be removed.
- c. Act of vandalism is a disciplinary offence.
- d. Members shall observe silence at all times.
- e. Management reserves the right to evict any unruly member and guest.
- f. No reservation of seats shall be allowed.
- g. Use of handphone is not allowed.
- h. No tuition shall be allowed.
- i. Sleeping and placing of feet on chairs and tables are not permitted.
- j. Playing of games will only be permitted as long as it is not causing disturbance to other users in the Reading Room.
- k. Management reserves the right to remove any unattended item in the room, and any claim to such removed item shall be made at the Membership Relations Department's office.

## 15.10 CHILDREN'S PLAYROOM (KIDDIE LAND)

### 15.10.1 Operating Hours

Operating hours shall be as prescribed in Schedule II hereto.

### 15.10.2 Admission & Supervision

- a. Admission is strictly for children not exceeding height of 1.2m. Children below five (5) years old must be supervised by a member or by an authorised childminder at all times.
- b. Parents must ensure that their children do not engage in rough play or fighting or cause injury to other children.

### 15.10.3 Dress Code

Dress code shall be as prescribed in Clause 9 hereto.

### 15.10.4 Prohibitions

- a. No food or drinks.

- b. No rough handling of any equipment is allowed. Such conduct amounts to vandalism and will be subject to disciplinary action under the Bye-Laws.
- c. No removal of toys and other materials.

## 15.11 MAHJONG / CARD ROOMS

### 15.11.1 Operating Hours

Operating hours shall be as prescribed in Schedule II hereto.

### 15.11.2 Charges

Charges for the use of mahjong / cards room shall be as prescribed in Schedule I hereto

### 15.11.3 Admission

- a. Members below the age of eighteen (18) years are strictly not permitted in the room.
- b. The Committee may from time to time decide on the number of guests permitted to play at each table.

### 15.11.4 Dress Code

Dress code shall be as prescribed in Clause 9 hereto.

### 15.11.5 Booking Procedures

- a. Bookings can be made in person with the Main Reception on a first-come-first-served basis.
- b. Members will be billed prior to the commencement of play for the number of hours booked.
- c. The member is required to provide the names and membership numbers of his playing partners. Guest(s) must be properly signed in by the member.
- d. Each member may only book one (1) table at any one (1) time.
- e. Advance bookings can be made in person, through phone or by email to the reception on a first-come-first-served basis. A booking is confirmed only when the member receives a return confirmation from the Club. An advance booking of up to seven (7) days is permitted.
- f. A member who fails to turn up for his booking will be charged for no-show based on the full amount of the number of hours booked.

- g. Members are to switch off the air-con, lights and lock the room before returning the Mahjong Room's key to the staff at the Main Reception after the end of the game or to the security guard house after the closing hours of the Main Reception.
- h. The member who books the table is required to play only at that table.
- i. Cancellations must be made at least 24 hours in advance, failing which, a penalty shall be levied as prescribed in Schedule 1 hereto.

#### 15.11.6 **Prohibitions**

No cash transaction is permitted in the room.

#### 15.11.7 **Use of Mahjong Sets**

- a. The member is required to obtain the key to the drawer for the mahjong set from the Main Reception. He is required to keep the mahjong set back into the drawer and return the key to the Main Reception after the end of the game or to the security guard house after the closing hours of the Main Reception, failing which, a charge shall be levied as prescribed in Schedule I hereto.
- b. The member will be charged an amount determined by the Sports & Recreation Chairman for the replacement of mahjong pieces or any article lost or damaged.

### 15.12 **VIDEO GAMES ROOM**

#### 15.12.1 **Operating Hours**

Operating hours shall be as prescribed in Schedule II hereto.

#### 15.12.2 **Admission**

Children below the age of five (5) years must be accompanied by an adult, family member or an authorised child minder at all times.

#### 15.12.3 **Dress Code**

Dress code shall be as prescribed in Clause 9 hereto.

#### 15.12.4 **Prohibitions**

- a. No food or drinks.

- b. No rough handling of machine such as shaking it vigorously, hitting with palm and fist and kicking with legs and striking the front view glass with coins or any other article or objects. Such conduct amounts to vandalism and will be subject to disciplinary action under the Bye-Laws.

## 15.13 **JACKPOT ROOM**

### 15.13.1 **Operating Hours**

Operating hours shall be as prescribed in Schedule II hereto.

### 15.13.2 **Dress Code**

Dress code shall be as prescribed in Clause 9 hereto.

### 15.13.3 **Admission**

Persons below the age of eighteen (18) years will not be admitted into the Jackpot Room.

### 15.13.4 **Claim Rules**

- a. Claims for short or non-payment shall be honoured only after such claims are recorded and witnessed by the Duty Supervisor.
- b. No claim will be entertained after closing hours.
- c. Claims payment shall only be made to members with membership cards which shall be presented upon request.

### 15.13.5 **Reservations of Jackpot Machines**

- a. There shall be no reservation of Jackpot machines.
- b. Breaks in playing a machine up to a maximum of five (5) minutes shall be allowed provided such breaks are for the following purposes:
  - i. changing of coins at the cashier's counter within the Jackpot Room;
  - ii. visiting the Club's toilet

The authorised staff on duty shall reserve the right to allow another member the use of the machine should this rule be breached.

### 15.13.6 **Guests**

- a. Each member shall be allowed a maximum of two (2) guests only on any day.

- b. A member and his guests must sign in when entering the Jackpot Room.
- c. A member signing in his guests has to be present in the Jackpot Room at all times when his guests are in the Jackpot Room.

#### 15.13.7 Cheques

- a.
  - i. Only Singapore coins and currency notes that are legal tender in Singapore are to be used for the machines. A member may exchange cash or cheques for coins or notes from the Jackpot Assistant on duty.
  - ii. Currency notes that are marked or torn will not be accepted.
  - iii. The Secretary or Treasurer reserves the right to suspend the credit facility before taking the necessary disciplinary action against a member who issues a bounced cheque and may refuse acceptance of a cheque from a member whose cheque had previously bounced. No cheque(s) from a member's guests shall be accepted.
  - iv. In the event a member issues bounced cheques twice in the calendar year, the Secretary or Treasurer may require the member to place a refundable deposit with the Club up to \$5000.00 for a period of 6 months, before he is permitted credit facilities in the Jackpot Room.
- b. Maximum payment by any machine at any time will be based on the maximum payout limit set for that machine. Maximum payment as prescribed in Schedule I hereto will be paid by the cashier and the balance will be paid to the jackpot winner within three (3) working days.
- c. Any excess or freak payment by the machine shall belong to the Club. The player is entitled only to what is displayed on the machine and verified by the printout.
- d. Management may close down any machine which is faulty. No claim will be entertained if such machine is played.
- e. In case of short payment:
  - i. The Duty Supervisor must be informed immediately.
  - ii. The machine will not be played until it is repaired and payment will be made only after verification has been made with the printout.

## 15.14 **BILLIARD ROOM**

### 15.14.1 **Operating Hours**

Operating hours shall be as prescribed in Schedule II hereto.

### 15.14.2 **Charges**

Charges shall be as prescribed in Schedule I hereto.

### 15.14.3 **Admission**

Persons below the age of twelve (12) years will not be admitted.

### 15.14.4 **Dress Code**

- a. Dress code shall be as prescribed in Clause 9 hereto.
- b. The Billiards Sub-Committee reserves the right to revise the dress code to accommodate visiting teams for competition and friendly matches.

### 15.14.5 **Booking Procedures**

- a. Bookings can be made either personally or by telephone to the Billiard Room on a first-come-first-served basis. Bookings by fax or e-mail will be confirmed only when the member receives a return confirmation from the Sports & Recreation Department.
- b. An advance booking of up to seven (7) days is allowed.
- c. A member is required to sign a chit upon booking of the table.
- d. Advance booking is restricted to one (1) hour per day per member. Further bookings within the same day will only be permitted if there are no other players present at the time of play. In such an instance, only a slot of half (1/2) hour booking is allowed.
- e. Cancellation of a booking will only be accepted up to one (1) day before the day of play.
- f. A member who fails to show up fifteen (15) minutes after the commencement of the playing time will forfeit the booking and will be charged accordingly as prescribed in Schedule I hereto. The Billiard table will then be opened for re-booking.

- g. Each member is allowed to make a block booking of up to a maximum of three (3) hours for one (1) of the two (2) snooker tables at an additional charge of \$5.00 per booking. Each booking can be made up to seven (7) days in advance. Block booking is allowed only from opening hours till 6.00pm daily.

#### 15.14.6 **Prohibitions**

No food, drinks or articles except those required for the game shall be placed on the Billiard table at any time.

### 15.15 **SQUASH COURTS / TABLE TENNIS**

#### 15.15.1 **Operating Hours**

Operating hours shall be as prescribed in Schedule II hereto.

#### 15.15.2 **Charges**

Charges shall be as prescribed in Schedule I hereto.

#### 15.15.3 **Admission**

- a. Children below the age of five (5) years will not be admitted into the squash courts.
- b. Children between the age of five (5) and ten (10) years are not allowed to play unless accompanied at the courts by adults at all times.

#### 15.15.4 **Dress Code**

Dress code shall be as prescribed in Clause 9 hereto.

#### 15.15.5 **Booking Procedures**

- a. Bookings can be made either personally or by telephone to the Palm Wing Reception on a first-come-first-served basis. Bookings by fax or e-mail will be confirmed only when the member receives a return confirmation from the Sports & Recreation Department.
- b. Each session will start on the hour.
- c. Each member may book one (1) hour at a time. An advance booking may only be made for one (1) court for one (1) hour for the same day. Further booking within the same day will only be permitted if there is no other booking. An advance booking of up to seven (7) days is permitted.

- d. A member is required to sign a booking chit before commencement of the game.
- e. Cancellation of a booking will only be accepted up to one (1) day before the day of play.
- f. A member who has booked the court and failed to turn up fifteen (15) minutes after the commencement of the playing time will forfeit the booking and will be liable to pay the charges as prescribed in Schedule I hereto.
- g. A member who fails to show up for his booking for more than two (2) consecutive sessions may at the discretion of the Squash Sub-Committee be barred from making future bookings for such period as the Sub-Committee may decide.
- h. Squash court no. 4 may be used for table-tennis play. The rules governing the squash courts will also cover table-tennis play. This will include operating hours, charges, admission, dress code, booking procedures and prohibitions. On occasions where both squash and table-tennis require the use of squash court no. 4 on the same day/time for their events/competitions, squash will take precedence over table-tennis for the use of squash court no. 4.

#### 15.15.6 Prohibitions

- a. No balls or shoes liable to cause marks or stains are to be used in the courts. Staff are empowered to stop member(s) from using the court if the shoes used did not conform to the requirements.
- b. Food or drinks are not permitted in the courts.

#### 15.16 GYM

##### 15.16.1 Operating Hours

Operating hours shall be as prescribed in Schedule II hereto.

##### 15.16.2 Admission

- a. Members must produce their membership card without demand for the “Electronic Entry System” upon entry. Children below the age of twelve (12) years are not allowed into the Gym.
  - i. Staff are empowered to deny entry.

- b. Children above the age of twelve (12) and below fourteen (14) are allowed the use of fitness equipment except for the free weights and Smith Machine which must be supervised by a Gym Instructor at all times.
- c. Guest Admission
  - i. Charges: \$10 (plus the prevailing GST)
  - ii. Admission Time: 10am – 5pm (Mon-Sun, including Public Holidays)
  - iii. Guest must be twelve (12) years old and above.
  - iv. Guest must be signed in by a member at the Palm Wing Reception.
  - v. Guest must retain the issued receipt and produce it readily for validation when required.
  - vi. Members can sign in a maximum of two (2) guests to the gym per day.
  - vii. Members are responsible for their guests and subject to Bye-Laws governing signed-in guests.

### 15.16.3 Dress Code

Dress code shall be as prescribed in Clause 9 hereto.

### 15.16.4 Conditions for Use of Gym

- a. Each member is allowed to use the treadmill / crosstrainer up to a maximum of thirty (30) minutes at any one time.
- b. Personal equipment is not allowed.
- c. The Management reserves the right to bar any member found misbehaving or mishandling any of the equipment for such period as may deem fit after due inquiry.
- d. Towels must be used to cover the exercise benches and perspiration must be wiped off from the exercise equipment after use.
- e. Dumb-bells and weight plates must be returned to their proper racks after use.
- f. A member is required not to occupy more than one (1) station at any one time and not to loiter in between sets.

- g. Members shall be responsible to undergo a medical check-up before workout or taking up a fitness programme, and may consult the Gym Instructor if in doubt.
- h. A member who requires special assistance/guidance from the Gym Instructor is encouraged to make prior appointment to avoid disappointment.
- i. A member has to comply with the queue system for the use of the treadmill / crosstrainer.
- j. Members are not allowed to use the free weights concurrently while using the cardiovascular equipment.
- k. Members are required to use the safety collars provided by the Club when using barbells.
- l. The Club accepts no responsibility whatsoever for any injury sustained by the Gym users while at the Gym, and for any loss of or damage to the personal property of the members.
- m. Members shall utilise the daily use lockers provided at the changing rooms, to lodge their belongings.
- n. Gym Instructors and the staff on duty reserve the right to bar members who do not abide by the rules and regulations from using the facilities.

#### 15.16.5 **Prohibitions**

- a. The use of skipping ropes is not allowed.
- b. Club's equipment is not to be brought out of the Gym.
- c. Food and alcoholic drinks are not allowed.
- d. Use of mobile phone at the training area is not allowed.
- e. Members shall not make unnecessary noise by speaking loudly, shouting or dropping the training equipment forcefully, causing annoyance to other gym users.
- f. Smoking is strictly not allowed.

### 15.17 **SWIMMING POOLS AND SPA POOLS**

#### 15.17.1 **Operating Hours**

Operating hours shall be as prescribed in Schedule II hereto.

### 15.17.2 **Charges**

Charges shall be as prescribed in Schedule I hereto.

### 15.17.3 **Dress Code**

Dress code shall be as prescribed in Clause 9 hereto.

### 15.17.4 **Conditions for Use of Pools**

- a. A member is responsible for his own safety and that of his family members and guests.
- b. Persons below the age of twelve (12) years are prohibited from using the spa pool unless supervised by an adult at all times.
- c. Members are required to switch off the spa pool after use.
- d. Swimmers must shower and use the footbath before using the pools.
- e. Swimmers swimming the breadth shall give way to those swimming the length of the pool.

### 15.17.5 **Equipment**

- a. Swimfins, flippers and other training aids may only be used during training periods conducted by the resident swimming coach.
- b. Eye goggles may be used in the main pool, but all such apparatus must be fitted with plastic or other unbreakable facepieces. Glass facepieces are strictly prohibited.
- c. Floats that are meant to aid children to swim or stay afloat are allowed.

### 15.17.6 **Prohibitions**

- a. Acts including horseplay which cause inconvenience or embarrassment to other members shall not be permitted.
- b. Use of diving masks, swimfins, flippers, toys and other inflatable items are strictly prohibited in the pools. Floats such as rubber dinghies, rubber tyre tubes or other floats meant for sun-bathing are also prohibited.
- c. No food or drinks are allowed in the 'No Footwear' area of the poolside.
- d. No diving and plunging from the starting blocks unless supervised by a resident swimming coach.

- e. No member or guest suffering from any contagious skin, eye infection, open wounds, and any other infectious conditions is allowed in the pools.
- f. No changing on the pool deck is allowed.
- g. No bottles, glasses, crockery, cutlery, footwear and objects other than swimming gears are allowed in the pool.
- h. Spitting and urinating in the pool are strictly prohibited.

#### **15.17.7 General**

- a. During thunderstorms and/or lightning, members shall not use the pool and shall leave the pool if required to do so by an authorised staff.
- b. There will be no lifeguards on duty.
- c. Towels are chargeable and will be issued and signed for accordingly. It must be returned to the Sports & Recreation Assistant on duty after use. Replacement cost for each towel will be levied as prescribed in Schedule I hereto when towels are not returned on the same day and/or reported lost.
- d. The pump room is out of bounds to all members.
- e. Towels are chargeable and will be issued and signed for accordingly. It must be returned to the Sports & Recreation Assistant at the Palm Wing Gym counter after use. Replacement cost of each towel will be levied as prescribed in Schedule I hereto when towels are not returned on the same day and/or reported lost.

#### **15.18 SAUNA AND STEAM ROOMS**

##### **15.18.1 Operating Hours**

Operating hours shall be as prescribed in Schedule II hereto.

##### **15.18.2 Charges**

Charges shall be as prescribed in Schedule I hereto.

##### **15.18.3 Admission**

Persons below the age of sixteen (16) years are not permitted to use the sauna and steam rooms.

#### 15.18.4 **Dress Code**

Dress code shall be as prescribed in Clause 9 hereto.

#### 15.18.5 **Prohibitions**

No food or drinks are permitted.

#### 15.18.6 **Conditions for Use**

Sauna users must sit or lie on towels and not directly on the wooden bench.

#### 15.18.7 **Changing Rooms**

Children below the age of five (5) years must use the Children's Changing Room. Those five (5) years and above must use the respective adult changing room.

### 15.19 **WATER PLAY SYSTEM**

#### 15.19.1 **Operating Hours**

Operating hours shall be prescribed in Schedule II hereto.

#### 15.19.2 **Dress Code**

Dress code shall be as prescribed in Clause 9 hereto.

#### 15.19.3 **Conditions for Use of Water Play System**

- a. Users must use the water valves and handles to control the water flow.
- b. Children must be supervised by an adult at all times whilst using the play area.
- c. Users must put on swim wear.

#### 15.19.4 **Prohibitions**

- a. Running at the play area is disallowed.
- b. Sliding headfirst on the slides or in the tunnels is disallowed.
- c. Climbing, hanging or swinging on the pull ropes is disallowed.
- d. Sliding boards are disallowed.

- e. Horseplay is disallowed.
- f. Children above the age of ten (10) years are not permitted to use the Water Play System.

## 15.20 **GARDENS BOWL**

### 15.20.1 **Operating Hours**

Operating hours shall be as prescribed in Schedule II hereto.

### 15.20.2 **Charges**

Charges shall be as prescribed in Schedule I hereto.

### 15.20.3 **Dress Code**

Dress code shall be as prescribed in Clause 9 hereto.

### 15.20.4 **Admission**

Children below the age of four (4) years shall not be allowed to bowl. Those between the age of four (4) and eight (8) years must be supervised by an adult at all times. Non-bowlers shall not be allowed at the bowlers' zone.

### 15.20.5 **Booking Procedures**

- a. Bookings can be made either personally or by telephone to the Gardens Bowl on a first-come-first-served basis. Bookings by fax or e-mail will be confirmed only when the member receives a return confirmation from the Sports & Recreation Department.
- b. An advance booking of up to seven (7) days is allowed.
- c. Cancellation of a booking will only be accepted up to one (1) day before the day of play.
- d. A minimum of five (5) members with different membership numbers are eligible for booking of league play during peak hours.
- e. Each member is entitled to book four (4) games per day. If he is accompanied by a family member, he will be entitled to book a maximum of eight (8) games. Further bookings will only be permitted if the lanes are available.
- f. The member who is booking the lane must be present at all times in the Gardens Bowl.

- g. A member who fails to show up fifteen (15) minutes after the commencement time will have his booking forfeited. The lane will then be open for booking or given to those on the waiting list.

#### 15.20.6 **General**

- a. The bowling machine room is strictly out of bounds to all members.
- b. Malfunctioning of any bowling equipment must be brought to the immediate attention of the Technician or Sports & Recreation Assistant at the bowling alley. No other person shall rectify the fault.
- c. Bowlers shall exercise due care and consideration whilst at the lanes.
- d. Bowlers must not bowl unless the pins have been reset.
- e. No foreign matter e.g. talcum powder should be used on the lanes.
- f. No lofting of the ball.
- g. Bowlers are required to wear socks when renting house shoes.
- h. Bowlers shall not distract other bowlers' attention once on the approach and ready to bowl.
- i. Bowlers should give way to bowlers on the right.
- j. No bowling shoes are to be worn out of the bowling alley.

#### 15.20.7 **Prohibitions**

- a. No wet umbrellas or wet towels shall be allowed in the Gardens Bowl.
- b. Practice throws are disallowed. Penalty charges as prescribed in Schedule I hereto will be imposed for infringement.
- c. Drinking or eating is disallowed within the bowling zone.

### 15.21 **TENNIS COURTS**

#### 15.21.1 **Operating Hours**

Operating hours shall be as prescribed in Schedule II hereto.

#### 15.21.2 **Charges**

Charges shall be as prescribed in Schedule I hereto.

### 15.21.3 **Dress Code**

Dress code shall be as prescribed in Clause 9 hereto.

### 15.21.4 **Admission**

Children below the age of twelve (12) years shall not use the court unless supervised by an adult at all times.

### 15.21.5 **Booking Procedures**

- a. Bookings can be made either personally or by telephone through the Gardens Bowl on a first-come-first-served basis. Bookings by fax or e-mail will be confirmed only when the member receives a return confirmation from the Sports & Recreation Department.
- b. Advance booking of up to 7 days is permitted.
- c. Advance booking is restricted to one (1) hour per day per member. Further booking can be made on the day of play if the court is still available after the hour has elapsed.
- d. The member whose name is stated in the booking must be present in the court for the duration of the booking.
- e. A member is required to sign a booking chit before commencing play, and the booking chit is to be displayed in the box outside the court.
- f. An advance booking can only be cancelled if the cancellation is made at least one (1) day before the booked session.
- g. A member who fails to show up fifteen (15) minutes after the commencement of the playing time shall forfeit his booking and will be charged accordingly with additional penalty as prescribed in Schedule I hereto. The court will then be open for booking in full fees to other members.
- h. The booking charges will be refunded if rain causes the court to be unfit for play within the first half hour of the session. This determination is to be made by the Sports & Recreation Assistant on duty.

### 15.21.6 **General**

Tennis lessons or instructions may only be conducted by resident coaches appointed by the Management.

### 15.21.7 **Prohibitions**

- a. Roller skating is disallowed in the courts.
- b. Eating is disallowed in the courts.

## 16 **SPORTS & GAMES**

### 16.1 **General**

- a. The affairs of the various sports and games shall be managed by Convenors and Sub-Committees working through the Sports & Recreation Department under the general directions and guidelines set by the Sports & Recreation Chairman and the Committee.
- b. The Sports & Recreation Manager shall serve as the co-ordinator of the Convenors.
- c. Any differences in decisions between the Management and Convenors shall be referred to the Sports & Recreation Chairman who shall resolve the matter.

### 16.2 **Convenors**

- a. Convenors shall be elected from amongst Principal members (Ordinary, Life or Founder) who have participated in at least one event/tournament in the sport/game concerned in the year preceding the election year.
- b. A Convenor must not be engaged in providing a service for any sport or game under a contract with the Club to avoid a conflict of interest.

- c. A Convenor shall hold office for a term of two (2) years unless he vacates office before the expiry of the term of office.
- d. Convenors shall be eligible for re-election.
- e. In the event of a vacancy in the office of a Convenor, the Sports & Recreation Chairman shall appoint the Convenor subject to the approval of the Committee. The appointee shall hold office until the next election.

### 16.3 **Nomination & Election of Convenors**

- a. All Principal members (Ordinary Transferable / Non-Transferable, Life or Founder) and spouses above the age of 21 years who have participated in at least one event/tournament of the sport/game concerned in the year preceding the election shall be eligible to nominate and vote for Convenors.
- b. In the case of sports in which the majority of participants are children, such as swimming, chess and tennis, the parent who is a Principal member will be eligible to nominate and vote, subject to the limitation that each Principal membership is entitled to one vote only for each sport/game.
- c. All eligible voters will be invited by letter to submit their nomination on the approved nomination form during the designated period.
- d. All nomination forms shall be signed by a Proposer and Secunder and counter-signed by the nominee indicating his consent to the nomination.
- e. All nomination forms must be deposited in the Nomination Box by the designated closing date and time.
- f. The names of all nominated candidates shall be posted on the Club notice board.
- g. Where there is only one nominee, the candidate will be declared the Convenor.
- h. Where there is no nomination, the Sports & Recreation Chairman will appoint the Convenor subject to approval by the Committee.
- i. An election day shall be arranged for the respective sports/games fraternities to elect the Convenor from among the nominated candidates.
- j. Election shall be by ballot.

#### 16.4 **Appointment of Sub-Committees**

- a. A Convenor shall be assisted by a Sub-Committee in managing the affairs of the sport/game concerned.
- b. A Convenor will recommend members of his Sub-Committee.
- c. The appointment of Sub-Committee members shall be approved by the Sports & Recreation Chairman.

#### 16.5 **Terms of Reference of Sub-Committees**

- a. Sub-Committees (which term shall include the Convenors) shall work within the annual budget of the respective sports approved by the Committee. All matters affecting revenue and expenditure of sports/games shall be subject to review and control by the Committee.
- b. Sub-Committees shall work through the Sports & Recreation Manager and her staff as the principal resource in the implementation of activities.
- c. Sub-Committees shall assist in planning and implementing the calendar of activities of the respective sports.
- d. Sub-Committees shall recommend rules and regulations to regulate the use of facilities and equipment including fees and charges to be levied subject to the final approval of the Committee.
- e. All purchases and incurring of expenditure shall be conducted through the Sports & Recreation Manager in accordance with the Club's financial management procedures. A Sub-Committee member who purchases an item or incurs an expense on behalf of the Club without prior approval shall have such expenses debited to their personal account.
- f. Fund raising in the name of the Club shall not be undertaken without the prior approval of the Sports & Recreation Chairman. Monies raised shall in all cases be paid to the Club.
- g. Sub-Committee members are strictly prohibited from entering into any contract, monetary transaction or commitment on behalf of the Club.
- h. Sub-Committee members shall at all times refrain from participating in deliberations which put the member in a "conflict of interest" position or if he is an interested party in a transaction.

## Schedule I – Bye-Laws

BYE-LAW NO	CLASSIFICATION	SUBJECT	CHARGES* (\$\$)
3.1	<b>Monthly Subscription</b>	Transferable Ordinary / Term Member (single) Transferable Ordinary / Term Member (family) Non-Transferable Ordinary Member (single) Non-Transferable Ordinary Member (family)	60.00 per member 70.00 per member 80.00 per member 90.00 per member
3.3	<b>Members' Accounts</b>	Administrative Charge - Second reminder - Third reminder - Reinstatement Charge	10.00 per reminder 50.00 per reminder 500.00 per reinstatement
5	<b>Guests</b>	Penalty Charge for not signing guest charges without demand	50.00
10	<b>Car Parking</b>	Car parking label charges: 1st Car 2nd Car 3rd Car 4th Car Release of Wheel Clamp	Free 50.00 deposit 50.00 per month 100.00 per month 100.00 per clamp
11	<b>Membership Cards</b>	Cost of replacement - Damaged card - Lost card for member - Lost card for member's family - Administration fee for using credit card	5.00 per card 10.00 per card 15.00 per card 4%
12	<b>Daily Use Lockers</b>	Locker Keys not returned	60.00 per key
13	<b>Absent Members</b>	Subscription - Ordinary Member - Corporate Nominee - Non-Transferable Ordinary Member	25% of current monthly subscription

<b>BYE-LAW NO</b>	<b>CLASSIFICATION</b>	<b>SUBJECT</b>	<b>CHARGES* (\$\$)</b>
15.1 15.1.3	<b>The Ballroom</b> Cancellation	a) Notice period : > 60 days from function date b) Notice period : 30 days from function date c) Notice period : 15 days from function date d) Less than 7 days from function date	35% of total function cost 50% of total function cost 75% of total function cost 100% of total function cost
15.2 15.2.3	<b>Function Rooms</b> Cancellation	a) Notice period : > 60 days from function date b) Notice period : 30 days from function date c) Notice period : 15 days from function date d) Less than 7 days from function date	35% of total function cost 50% of total function cost 75% of total function cost 100% of total function cost
15.5 15.5.3	<b>Garden Grill</b> Table Reservations	Cancellation with less than 24 hours notice	10.00 per cover
15.7 15.7.5	<b>Karaoke Lounge &amp; KTV Rooms</b>	Cancellation of bookings for KTV Rooms - 24 hours to less than 48 hours notice - Less than 24 hours - No notice	50% of charges for duration booked 75% of charges for duration booked 100% of charges for duration booked
15.11 15.11.2	<b>Mahjong / Card Rooms</b> Charges	Per Member Per Guest	0.75 cents per hour / per member 1.50 per hour / per guest
15.11.5 15.11.7	Cancellation Use of Mahjong Sets	Cancellations with less than 24 hours notice Locker key not returned	12.00 penalty charge 15.00 per key
15.13 15.13.7	<b>Jackpot Room</b> Cheques	Maximum amount for acceptance of cheque Maximum payment by cashier	2,000 per day 7,000 per winning

<b>BYE-LAW NO</b>	<b>CLASSIFICATION</b>	<b>SUBJECT</b>	<b>CHARGES* (\$\$)</b>
15.14 15.14.2	<b>Billiard Room</b> Charges	<u>Daily</u> Per table Guest (s)	3.00 per hour Additional 3.00 per hour / table
		<u>Block Booking</u> 1pm – 6pm	5.00 per additional booking
		Cue lockers rental	48.00 per annum / per locker
15.15 15.15.2	<b>Squash Courts / Table Tennis</b> Charges	Non-peak hours - Per Court - Guest	1.00 per hour Additional 3.00 per hour / per court
	Members' Day	Peak hours - Per Court - Guest Free	2.00 per hour Additional 4.00 per hour / per court
15.16 15.16.2	<b>Gym</b> Charges	- Member - Guest Mon – Fri (Non-peak: 10am to 5pm)  Sat, Sun & PHs (Non-peak: 10am to 5pm)	Free  12 – 21 years - \$5.00 per guest (max 2 guests) 21 years & above - \$10 per guest (max 2 guests)  \$10 per guest
15.17/15.18 15.17.2/15.18.2	<b>Swimming Pools and Spa Pools, Sauna &amp; Steam Bath</b> Charges	Member or infant-in-arms, grandchild below 12  Guest - Weekday - Weekend & Public Holiday	Free  2.00 per guest 5.00 per guest

BYE-LAW NO	CLASSIFICATION	SUBJECT	CHARGES* (\$\$)
15.17.7	General	Towel rental Loss or non-return of towel Rental of lockers  Loss of locker keys	0.50 per towel 15.00 per towel 72.00 per annum (small) 120.00 per annum (big) 180.00 per annum (improved big locker) 60.00 per key
15.20 15.20.2	<b>Gardens Bowl</b> Charges	Non-peak hours - Member - Guest - Children < 21 years  Peak hours - Member - Guest - Children < 21 years  Shoes rental Locker rental Penalty charge for practice throw	1.50 per game 2.50 per game 1.00 per game  2.50 per game 3.50 per game 1.50 per game  1.00 per pair 48.00 per locker per annum 0.30 per throw
15.21 15.21.2	<b>Tennis Courts</b> Charges	Non-peak hours - Per court - Guest  Peak hours - Per court - Guest	3.00 per hour Additional 4.00 per hour / per court  4.00 per hour Additional 5.00 per hour / per court

\* All charges are subject to the prevailing GST

## Schedule II

BYE-LAW NO	OUTLETS/FACILITIES	OPERATING HOUR**	
14	<b>Club's Administration</b> Opening Hours	Mon – Fri Sat, Sun & Public Holiday	9.00 am – 6.30 pm Closed
15.1 15.1.1	<b>The Ballroom</b> Hours Available for Bookings	Daily	8.30 am – 11.00 pm
15.2 15.2.1	<b>Function Rooms</b> Hours Available for Bookings	Daily	8.30 am – 11.00 pm
15.3	<b>Atrium Café</b>	Mon – Fri : Lunch Last order  Mon – Fri : Dinner Last order  Sat, Sun & Public Holiday Last order	11.00 am – 3.00 pm 2.30 pm  6.00 pm – 10.00 pm 9.30 pm  11.00 am – 10.00 pm 9.30 pm
15.4	<b>Coffee Deli</b>	Mon – Thu & Public Holiday Last order  Fri, Sat, Sun & Eve of Public Holiday Last order	8.30 am – 9.00 pm 8.30 pm  8.30 am – 10.00 pm 9.30 pm
15.5	<b>Garden Grill</b>	Lunch Last order  Dinner Last order	12.00 pm – 3.00 pm 2.30 pm  6.45 pm – 10.00 pm 9.30 pm

BYE-LAW NO	OUTLETS/FACILITIES	OPERATING HOUR**	
15.6 & 15.7	<b>Dance &amp; Music Lounge, Karaoke Lounge &amp; KTV Rooms</b>	Mon  Tue – Thu Fri & Eve of Public Holiday Sat Sun & Public Holiday Last order	Closed (except when it is a Public Holiday or Eve of Public Holiday) 4.00 pm – 12.00 am 4.00 pm – 1.00 am 2.00 pm – 1.00 am 2.00 pm – 12.00 am 15 Mins before closing time
15.8	<b>Sports Bar</b>	Mon – Thu Fri & Eve of Public Holiday Sat Sun & Public Holiday Last order	4.00 pm – 12.00 am 4.00 pm – 1.00 am 2.00 pm – 1.00 am 2.00 pm – 12.00 am 15 Mins before closing time
15.9	<b>Reading Room</b>	Daily	9.00 am – 11.00 pm
15.10	<b>Kiddie Land</b>	Daily	9.00 am – 10.00 pm
15.11	<b>Mahjong / Card Rooms</b>	Mon – Thu, Sun & Public Holiday Fri, Sat & Eve of Public Holiday	11.00 am – 12.00 am 11.00 am – 1.00 am
15.12	<b>Video Games Room</b>	Mon – Fri & Eve of Public Holiday Sat Sun & Public Holiday	12.00 pm – 11.00 pm 11.00 am – 11.00 pm 10.00 am – 11.00 pm
15.13	<b>Jackpot Room</b>	Mon – Thu (except Wed), Sun & Public Holiday Wed Fri, Sat & Eve of Public Holiday	10.00 am – 12.00 am  11.00am – 12.00am 10.00 am – 1.00 am
15.14	<b>Billiard Room</b>	Daily	1.00 pm – 10.00 pm
15.15	<b>Squash Courts / Table Tennis</b>	Daily <u>Non-Peak Period:</u> Mon – Fri & Eve of Public Holiday <u>Peak Period:</u> Mon – Fri & Eve of Public Holiday Sat, Sun & Public Holiday	8.00 am – 10.00 pm  8.00 am – 5.00 pm  5.00 pm – 10.00 pm 8.00 am – 10.00 pm

<b>BYE-LAW NO</b>	<b>OUTLETS/FACILITIES</b>	<b>OPERATING HOUR**</b>	
15.16	<b>Gym</b>	Daily	7.00 am – 10.00 pm
15.17	<b>Swimming Pools and Spa Pools</b>	Daily Closed on the last Wed of every month unless otherwise stated	8.00 am – 10.00 pm
15.18	<b>Sauna and Steam Room</b>	Daily	8.30 am – 12.30 pm 2.00 pm – 10.00 pm
15.19	<b>Water Play System</b>	Daily	8.00 am - 8.00 pm
15.20	<b>Gardens Bowl</b>	Mon – Fri & Eve of Public Holiday Sat Sun & Public Holiday <u>Non Peak Hours:</u> Mon – Fri & Eve of Public Holiday <u>Peak Hours:</u> Mon – Thu Fri & Eve of Public Holiday Sat, Sun & Public Holiday	12.00 pm – 11.00 pm 11.00 am – 11.00 pm 10.00 am – 11.00 pm 12.00 pm – 6.00 pm 6.00 pm – 11.00 pm 6.00 pm – 12.00 am Whole day
15.21	<b>Tennis Courts</b>	Daily <u>Non Peak Hours:</u> Mon – Fri & Eve of Public Holiday <u>Peak Hours:</u> Mon – Fri & Eve of Public Holiday Sat, Sun & Public Holiday Tennis Training Night (Thu)	7.00 am – 10.00 pm 7.00 am – 5.00 pm 5.00 pm – 10.00 pm Whole Day 7.00 pm – 10.00 pm

\*\* The Club reserves the right to alter the operating hours of the various service areas without prior notice.

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