

## Notification of Change in By-Law

The old Jackpot Room that has ceased operation in March 2019 has now been revamped into Keyaki Room. Keyaki Room is a multi-purpose room that members can book to have meals, meetings and more. The room is also soundproof so you can also enjoy karaoke here. We look forward to receiving your reservations!



Changes to the By-Law have been approved during the 20 December 2019 General Committee Meeting following the completion of the Keyaki Room. By-Law 2.1.3 Facilities opened for booking, 2.4 Ballroom/Function Room/Keyaki Room, 2.4.2.3 Keyaki Room have been revised and added. 2.9.2.1 Fees for Use of Studio 1,2 and 2.16 Extension of Family Day have also been approved during the same meeting. The revised By-Law are as below:

2.1.3	<p>2.1 Booking of Facilities</p> <p>2.1.3 The facilities that are opened for bookings are: –</p> <ul style="list-style-type: none"> <li>a) Ballroom</li> <li>b) Function Room</li> <li>c) Keyaki Room</li> <li>d) Auditorium</li> <li>e) Classroom</li> <li>f) Studio 1, 2</li> <li>g) Game (Mahjong) Room</li> <li>h) Karaoke Room</li> <li>i) Other facility as approved by the Secretary-General</li> </ul>																								
2.4	<p>2.4 Ballroom / Function Room / Keyaki Room</p> <p>2.4.1 Hours of Access 9:00 a.m. – 11:00 p.m. daily</p> <p>2.4.2 Booking Fee</p> <p>2.4.2.1 Ballroom (1, 2, 3) Can be divided into 3 sections</p> <table border="0"> <tr> <td>1 Section (1/3)</td> <td>: S\$ 200.00 per time slot</td> </tr> <tr> <td>2 Sections (2/3)</td> <td>: S\$ 400.00 per time slot</td> </tr> <tr> <td>Whole (3/3)</td> <td>: S\$ 600.00 per time slot</td> </tr> </table> <p>*Each session is divided as follows: –</p> <table border="0"> <tr> <td>Morning</td> <td>: 9:00 a.m. – 1:00 p.m.</td> </tr> <tr> <td>Afternoon</td> <td>: 2:00 p.m. – 5:30 p.m.</td> </tr> <tr> <td>Night</td> <td>: 7:00 p.m. – 11:00 p.m.</td> </tr> </table> <p>2.4.2.2 Function Room (1, 2A, 2B) S\$ 30.00 per hour</p> <p>2.4.2.3 Keyaki Room S\$ 50.00 per hour Room charge for up to 3 hours shall be waived in the event of S\$1000 or more of food and drinks order</p> <p>2.4.2.4 Additional charges will apply if service staff is required. Charges are dependent on the number of staff and hours required.</p> <p>2.4.3 Reservations</p> <p>2.4.3.1 Members must submit their reservation request to the Room Reservation in-charge at least two (2) weeks in advance of the desired date of use.</p> <p>2.4.3.2 Arrangements pertaining to room setting as well as food and beverage shall be requested to the Room Reservation in-charge.</p> <p>2.4.3.3 Cancellation (of room reservation) charges are as follows:</p> <table border="0"> <tr> <td>Seven (7) days before reserved date</td> <td>100%</td> </tr> <tr> <td>(14) days before reserved date</td> <td>50%</td> </tr> </table> <p>Cancellation of food order charges are as follows:</p> <table border="0"> <tr> <td>1 day before</td> <td>: 100%</td> </tr> <tr> <td>2 days before</td> <td>: 50%</td> </tr> <tr> <td>3 days before</td> <td>: 25%</td> </tr> <tr> <td>4 days or more before</td> <td>: No charge</td> </tr> </table> <p>2.4.4 Arrangements</p> <p>2.4.4.1 Layout and setting plan must be formalised at least ten (10) working days prior to the date of the function.</p> <p>2.4.4.2 Only food catered from either of the Association’s restaurants will be permitted to be served in functions in these rooms. No outside food is permitted. Takeout of the banquet food is not permitted.</p> <p>2.4.4.3 The detailed liaison on the food and beverage requirements and arrangements shall be done by the member with the relevant staff of the Association.</p>	1 Section (1/3)	: S\$ 200.00 per time slot	2 Sections (2/3)	: S\$ 400.00 per time slot	Whole (3/3)	: S\$ 600.00 per time slot	Morning	: 9:00 a.m. – 1:00 p.m.	Afternoon	: 2:00 p.m. – 5:30 p.m.	Night	: 7:00 p.m. – 11:00 p.m.	Seven (7) days before reserved date	100%	(14) days before reserved date	50%	1 day before	: 100%	2 days before	: 50%	3 days before	: 25%	4 days or more before	: No charge
1 Section (1/3)	: S\$ 200.00 per time slot																								
2 Sections (2/3)	: S\$ 400.00 per time slot																								
Whole (3/3)	: S\$ 600.00 per time slot																								
Morning	: 9:00 a.m. – 1:00 p.m.																								
Afternoon	: 2:00 p.m. – 5:30 p.m.																								
Night	: 7:00 p.m. – 11:00 p.m.																								
Seven (7) days before reserved date	100%																								
(14) days before reserved date	50%																								
1 day before	: 100%																								
2 days before	: 50%																								
3 days before	: 25%																								
4 days or more before	: No charge																								
2.9.2.1	<p>2.9 Studio 1, 2</p> <p>2.9.1 Access Hours 9:00 a.m. – 10:00 p.m. daily</p> <p>2.9.2 Regulations</p> <p>2.9.2.1 Studios 1 and 2 are open for application of booking for appropriate use, subjected to approval by the Secretary-General. The booking fee is S\$ 30.00 per hour (from January 2020).</p>																								
2.16	<p>2.16 Family Day From opening until 5pm on weekdays, Saturdays, Sundays, Public Holidays, and days deemed appropriate by the General Committee shall be deemed Family Day, and the age and dress restrictions of the Akane Restaurant, Lounge and Karaoke Room shall not apply. However, children are required to behave and dress appropriately for the above venues.</p>																								