

**RULES AND REGULATIONS FOR USE OF ALWEHDAH  
PREMISES & FACILITIES**

1. A duly completed form shall be submitted to Alwehdah ahead of the event. Bookings will be based on a first-come first-served basis subject to availability.
2. The facilities shall only be used for the purpose stated in the application form. The activities must not in any way contravene the Laws of The Republic of Singapore.
3. **There shall NOT be any use of nails/screws/staples on any part of the building and fixtures.**
4. The cost of any damage to the building, furniture, fittings and equipment will be borne by the applicant. If the cost of repair/replacement exceeds the deposit given, the applicant shall settle the excess with Alwehdah within one week of the event.
5. Booking deposit is strictly **non-transferable**.
6. **No refund** will be made for any cancellation of booking.
7. Full payment must be settled not later than **2 months before** the function.
8. No cleaning of cooking utensils is allowed within the premises if cooking is done outside the premises. Washing of plates etc. have to be done only at the designated washing area. Applicant is to advise the caterer to keep the place clean. Leftover food etc must be placed inside plastic containers and place them inside bins.
9. External power source (generator) must be used when additional electrical supply is required.
10. Tentage shall be fixed two (2) days before the function date and Alwehdah must be informed in advance for clearance. Tents, tables and chairs must be stacked immediately after the function and removed no later than noon the following day.
11. Orderliness, good conduct and minimum noise level must be maintained and adhered to at all time.
12. Any violation of these rules may render the applicant to be subjected to:
  - >Eviction from the premises
  - >Forfeiture of deposit
  - >Prohibition from future use of the premises
13. Alwehdah shall not be responsible for loss of life or personal injury or damage to the applicant's property etc, during the usage of the facilities