

# Tanglin Arts Studio

## *BIRTHDAY PARTY RESERVATION FORM*

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Contact No: (H) \_\_\_\_\_ (O) \_\_\_\_\_

(HP) \_\_\_\_\_ (e-mail) \_\_\_\_\_

Name of Birthday Boy/Girl: \_\_\_\_\_  
\_\_\_\_\_

D.O.B. \_\_\_\_\_

Date of Party: \_\_\_\_\_

Time: \_\_\_\_\_

Party-theme: \_\_\_\_\_

Venue: \_\_\_\_\_

☐ Package 1      ☐ Package 2      ☐ Package 3

No. of guests:      ☐ 10    ☐ 15    ☐ 20    ☐ 25

Additional guests: \_\_\_\_\_

Party Bags:    ☐ yes    ☐ no    No. of bags \_\_\_\_\_

Remarks/Special Requests: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please sign this form and mail or bring it,  
along with a 200.00 SGD deposit, to:

Tanglin Arts Studio Pte Ltd  
100 Turf Club Road  
#01-02 Horsecity, Block M  
Singapore 287992

## TERMS AND CONDITIONS:

### PAYMENT POLICY

- A 200.00 SGD deposit is due at time of reservation.
- Full payment is due upon confirmation of numbers 1 week prior to party.

### CANCELLATION POLICY

- If cancelled within 14 working days 50% of total is refunded.
- If cancelled within 7 working days there is no re-fund and 100% of the total is due.

### LIABILITY WAIVER:

I understand that Tanglin Arts Studio Pte Ltd and its staff is not responsible or liable to any person participating in the program activity for any death, injury damage or loss suffered by or caused to such person in the course of participation. I hereby undertake to indemnify Tanglin Arts Studio Pte Ltd and its staff against all claims brought against them arising out of death, injury, damage or loss suffered or caused in the course of participation. This includes all costs and expenses incurred as a result of such claims.

I understand that the deposit of 200.00 SGD is held as a bond against which any reasonable damages or cleaning charges may be deducted and will be returned once the studio is found to be in good order.

Signature \_\_\_\_\_

Date \_\_\_\_\_

For official use only

Amount Paid \_\_\_\_\_

Deposit Paid \_\_\_\_\_