



## Reservation Application Form Seacare Sailors' Home (SSH)

**This Form Has a Total of 4 Parts: A-D**

**Part A To be completed by Qualified SOS Member**

Dear Sir / Mdm,

I would like to request for room stay under the Seacare Sailors' Home (SSH). The details are as follow:

Name: \_\_\_\_\_ Gender: (Male / Female)  
*Please circle where applicable*

Passport Number: \_\_\_\_\_ Contact Number: \_\_\_\_\_

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

Rank: \_\_\_\_\_ Vessel Name: \_\_\_\_\_

Check-In Date  
(DD/MM/YYYY):

Check- Out Date  
(DD/MM/YYYY):

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**Maximum of 3 nights only**

***Application date must be at least 1 week beforehand and not more than 3 months in advance.***

In consideration of SOS accepting this accommodation stay application, I confirm that I:

1. Have read and agree to be bound by the House Rules & Policies ("Rules") Under Seacare Sailors' Home ("SSH") as set out in this Reservation Application Form and other terms and conditions as the Executive Committee of the Singapore Organisation of Seamen ("SOS") may prescribe from time to time.
2. To the fullest extent permitted by law, am responsible for, and release and indemnify SOS, their directors, officers and employees from, liability for personal injury (whether fatal or otherwise), loss or damage to property and other loss, damage, costs and expenses including without limitation from breach of the said Rules, arising from my stay; and,
3. Will keep SOS indemnified against all damages, costs, claims and demands that may be made or claimed against SOS in connection therewith.

**Signature:**

\_\_\_\_\_

Date: \_\_\_\_\_

**Part B To be completed by Shipping Company / Appointed Manning Agent**

In consideration of SOS accepting this accommodation stay application, we agree to use our best efforts to:

1. Inform the above-named applicant of the said Rules, and to seek his / her compliance with those Rules; and,
2. To the fullest extent permitted by law, to facilitate SOS to contact, and recover from, the applicant, any loss or damage to property and other loss, damage, costs and expenses including without limitation from breach of the Rules arising from the applicant's stay at the accommodation.

**Endorsed by:**

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

Date: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

\_\_\_\_\_

Company's Stamp

Part C

House Rules & Policies Under Seacare Sailors' Home (SSH)

- 1. STRICTLY NO SMOKING INSIDE THE ROOM AND RECREATION FACILITY. To preserve the quality and cleanliness of the rooms, smoking is not allowed. Smoking may also trigger the fire alarms located in the rooms.
2. EXTENSION OF ROOM STAYS IS STRICTLY NOT-ALLOWED
3. USE OF ELECTRICAL APPLIANCES AND TO SWITCH OFF ALL ELECTRONIC DEVICES NOT IN USE TO CONSERVE ENERGY. Use of appliances beyond 40 watts are not allowed inside the rooms.
4. OCCUPANTS ARE NOT ALLOWED TO BRING VISITORS INTO THE ROOMS AT ALL TIMES. OCCUPANTS ARE ALSO NOT TO CREATE A NUISANCE TO OTHER GUESTS, NEITHER ARE THEY ALLOWED TO HOLD PARTIES, GAMBLE OR HAVE SMALL GATHERING OR COOK INSIDE THE ROOMS AND RECREATION FACILITY.
5. PETS OR ANIMALS ARE STRICTLY NOT ALLOWED WITHIN THE HOTEL PREMISES
6. DO NOT LEAVE ANY VALUABLE ITEMS INSIDE THE ROOM AND RECREATION FACILITY. The Management of Kaizen Suites and SOS will not be responsible for any loss or damages of any personal belongings or items.
7. OCCUPANTS ARE NOT ALLOWED TO BRING IN ANY FIREARMS / AMMUNITION / ILLEGAL / DANGEROUS / HAZARDOUS ITEMS OR ITEMS WITH FOUL ODOR INTO THE ROOMS AND RECREATION FACILITY.
8. FOR SECURITY REASONS, OCCUPANTS ARE REQUIRED TO LEAVE THE KEYCARDS AT THE FRONTDESK.
9. AS THE ROOMS AND RECREATION FACILITY ARE SHARED, USERS AND OCCUPANTS MUST ENSURE PROPER CARE OF THE EQUIPMENT AND MUST NOT TAKE AWAY ANY ITEMS PLACED THERE. THEY MUST ALSO CLEAR THEIR OWN TRASH AND MAINTAIN A CLEAN, HYGIENIC PRESENCE AT ALL TIMES
10. TO AVOID ANY DELAY, PRIOR TO CHECK-OUT PLEASE INFORM THE FRONT OFFICE 15 MINUTES BEFOREHAND TO ENABLE CHECKING OF YOUR ROOM. OCCUPANT MUST LEAVE THE ROOMS IN A CLEAN AND PROPER STATE UPON CHECK-OUT. STANDARD CHECK-IN AT 2:00 PM, CHECK-OUT AT 12:00 NOON.
11. ANY LOSS AND/OR DAMAGES IN THE ROOMS AND RECREATION FACILITY WILL BE CHARGED TO THE OCCUPANT OR USER ACCORDINGLY AS PER THE EXTRA / PENALTY CHARGES IN THE TABLE BELOW:

Table with 8 columns: Item, Price 1, Item, Price 2, Item, Price 3, Item, Price 4. Includes categories like Smoking In the Property, Lost Keycards, Remote TV, Broken Glass, Extra Towel, Lost Rubber Slippers, Stained Towel, Broken Glass Working Table, Extra Pillow, Lost Teaspoon, Stained Beddings, Broken Glass Top Open Cabinet, Extra Bottled Water, Remote Aircon, Broken/Lost Cup and Saucer, Damage Blinds.

Part D For Official Use only



Dear Sir / Mdm, Please be informed that your application for the above is:

[ ] SUCCESSFUL

[ ] NOT SUCCESSFUL

Please present this Reservation Form as confirmation.

CONFIRMATION NO: \_\_\_\_\_

Issued by:

Staff Name & Date

Authorised Signature