



*Bye - Laws*



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# **PART 1 – GENERAL**

## **1. CLUB HOURS**

- (a) The hours for the use of specific areas of the Club's premises for the purpose of social, sports and recreational activities shall be determined by the management of the Club.
- (b) The hours during which such activities are permitted shall be posted on the Club's Notice Boards.
- (c) These times are subject to variations at the discretion of the management of the Club. Notice of such variations shall be binding on all members when posted on the Club's Notice Boards.

## **2. RESTAURANT, BAR AND OTHER FOOD & BEVERAGE SERVICES**

- (a) The hours during which the restaurant, bar and other food and beverage services are available shall be posted on the Club's Notice Boards.
- (b) The areas where such services are made available shall be determined by the management of the Club.
- (c) Except as may be authorized by the management of the Club, only food and drinks purchased from the Club's restaurant, bar and other food and beverage outlets may be consumed on the Club's premises.

**(d) Restaurant Aranda (“The Restaurant”)**

(i) Operating Hours

11.30am to 10.00pm daily (except Tuesdays unless it falls on the eve of Public Holidays and Public Holidays)

(ii) Dress Code

Smart-Casual Wear – No flip-flops, singlets, shorts, swimwear, soiled or wet clothing (particularly after sports) are permitted.

(iii) No food or drinks except those served by the Restaurant and authorized by the management of the Restaurant may be brought into the Restaurant.

**(e) HeartBeat Lounge/KTV Rooms/Sports Bar (“The Lounge”)**

(i) Operating Hours

Tuesdays to Fridays (Closed on Mondays)  
4.00pm to 12.00am

Saturdays and eve of Public Holidays  
4.00pm to 1.00am

Sundays and Public Holidays  
4.00pm to 12.00am

(ii) Dress Code

Smart-Casual Wear – No flip-flops, singlets, shorts, swimwear, soiled or wet clothing (particularly after sports) are permitted.

(iii) Others

1. No food or drinks except those served by the Lounge and authorized by the management of the Lounge may be brought into the lounge and KTV rooms.
2. Members and guests under the age of eighteen (18) are not allowed to smoke or consume alcoholic drinks within the premises of the Lounge. Any member who is or whose guest is found not to comply with this rule would be subject to disciplinary action at the discretion of the management of the Lounge.
3. Members and guests who have booked KTV rooms are not entitled to sing or dance in the Lounge. Should they wish to do so, they will have to pay prevailing cover charge at the Lounge.
4. Only members are entitled to reserve seats in the Lounge base on first-come-first-serve basis.
5. All instances of thefts, fights and vandalism will be referred to the police. In case of vandalism, the person(s) concerned will have to bear the full cost of the damage caused.
6. The management of the Lounge will not be held liable for any loss of personal belongings of the members and their guests.

7. The management of the Lounge reserves the right to refuse entry to any member or member's guest and ask him/her to leave the Lounge premises without giving any reason. The Executive on duty is also authorized to demand for the member's membership card and/or guest's identity card as and when he deems necessary.

(iv) Reservation of KTV Rooms

1. Reservation is limited to one (1) room per member (including spouse and children). Booking of additional rooms may be allowed subject to the availability of rooms and at the discretion of the management of the Lounge.
2. Minimum duration of booking is two (2) hours.
3. Bookings are to be made not more than one (1) week in advance.

(v) Cancellation of KTV Room bookings

1. Cancellation of booking will be accepted up to 24 hours before the session.
2. If a member who has booked a session cancels the booking on the reserved date, 50% of the total hours of booking will be charged to his account.
3. If a member who has booked a session fails to turn up 15 minutes after the commencement

of the session he forfeits his booking and the full booking charges will be charged to his account. The remainder of the session may be re-allocated to another member waiting for the room at that time at the full booking fees.

### **3. GRATUITIES**

Members are forbidden to give gratuities to any employee of the Club except when authorized by the management of the Club.

### **4. GYMNASIUM RESTRICTIONS**

- (a) The gymnasium is open daily from 7.30am to 10.00pm, including Sundays and Public Holidays.
- (b) Members and guests under the age of sixteen (16) are not allowed in the gymnasium.
- (c) Members and their guests must be suitably attired for exercise. Exercising barefoot, with slippers or sandals is prohibited.
- (d) Smoking is strictly prohibited within the gymnasium.
- (e) It is the responsibility of the member to pay for any damage to the gymnasium equipment, caused by the negligence or otherwise of the members or their guests.
- (f) The management of the Club reserves the right to refuse entry or request member or his guests to leave the gymnasium if the member or his guests, in their opinion:

- (i) contravenes the rules of the gymnasium;
  - (ii) damages the property or reputation of the gymnasium;
  - (iii) does not behave in a proper manner.
- (g) While the management of the Club will take all necessary precautions to ensure maximum safety, the management of the Club and the Club shall not be held responsible for any accidents, injuries whatsoever sustained in the course of training and using the equipment at the gymnasium.
- (h) Members and their guests are advised to exercise due care and safety precautions as well as to adhere to the gymnasium's rules and regulations.

## **5. POOL RESTRICTIONS**

- (a) The swimming pool is open daily from 9.00am to 10.00pm, including Sundays and Public Holidays.
- (b) Use of Showers
- No person shall use the swimming pools without showering. If he has had an earlier shower but had since engaged in any other activities which can produce sweat, including sunbathing, he should be required to take another shower immediately before he enters the pool.
- (c) Skin Diseases
- Any person suffering from skin infection is prohibited from using the swimming pools.

No persons with an open wound may enter the swimming pool.

- (d) Flotation devices, toys and any other equipment if brought into the pool should not cause any inconvenience to other swimmers. The management of the Club has the right to disallow at their discretion any form of flotation device, toy or other equipment in the pool.
- (e) Members and their guests are strictly prohibited from smoking in the pool and around the vicinity of the pool.
- (f) Only food and drinks served by the food and beverage outlets at the Club and authorized by the management of the Club are allowed at the poolside.
- (g) Members shall leave the pool during heavy thunderstorms or when requested to do so by the Club's attendants or management.
- (h) Swimming or Sunbathing  
No one is allowed to swim or sunbath unless wearing a swimming costume of a design acceptable to the management of the Club.
- (i) Children under the age of twelve (12) shall be under the supervision of an adult at all times whilst in the vicinity of the pool.
- (j) Members and their guests use the pool at their own risk. The management of the Club or the Club shall not be liable for any injury or death sustained by any member or guest whilst using the pool.

## **6. CHANGING OF CLOTHING**

The dressing or undressing of children is not permitted outside the authorized changing rooms.

## **7. COACHING & TRAINING LESSONS**

Lessons for swimming and other sports and recreational activities may be conducted by the Club during such periods which the management of the Club may at their discretion determine.

*(Note: Members interested in any of these lessons will find more detailed information on the notice boards or may obtain such information from the Social and Recreation Officer.)*

## **8. CHANGING ROOMS & LOCKERS**

- (a) The changing rooms and lockers are open daily from 7.30am to 10.00pm, including Sundays and Public Holidays.
- (b) Lockers are provided, subject to availability in the Ladies and Men's Changing Rooms. Members can sign out for locker keys from the Towel Counter.
- (c) Members who misplace or damage locker keys shall be liable for all cost of and incidental to the replacement of the lock to the affected locker(s) and such costs shall be charged to their accounts.
- (d) Lockers are for use on a daily basis only. Members are required to return the locker keys on the same day it was signed out for. The Club reserves the right to remove all

items that are left overnight in the lockers.

- (e) Each member is entitled to sign out for one (1) towel, subject to availability, and additional towels are chargeable at S\$1.00 per towel.
- (f) Members are not allowed to sign out for additional towels using another member's card.
- (g) Children above the age of six (6) are not permitted to enter Changing Rooms of the opposite gender.
- (h) The Club shall not be responsible for any loss of any valuables, money or personal effects of the members or their guests using the lockers.

## **9. REMOVAL OF CLUB PROPERTY**

No property of the Club shall be removed from the Club's premises. Any breach of this bye-law may render a member liable to suspension or expulsion.

## **10. CAR PARKS**

- (a) All vehicles, including bicycles, shall only be parked in the areas designated by the management of the Club.
- (b) Members may park their vehicles only in the respective lots designated for them.
- (c) Members shall at the request of any employee or authorized agent of the Club remove their vehicles when their vehicles are in the opinion of the employee or authorized agent causing or are liable to cause obstruction.

## **11. ANIMALS**

No animals shall be brought on to the Club's premises at any time.

## **12. RADIO & OTHER MUSICAL INSTRUMENTS**

- (a) The use of radios, television sets, gramophones, tape recorders and musical instruments is prohibited except as authorized by the management of the Club.
- (b) This prohibition does not apply to the use of a battery operated portable radio or television receiver by means of an ear plug where no sound is audible to other Club users.

## **13. MAIDS**

Maids may be brought to the Club by a member for the purpose of minding young children but are not permitted to use any of the facilities of the Club, except food and beverage outlets authorized by the management.

## **14. SUGGESTION BOX**

- (a) A suggestion box is placed at the Members' Services Counter.
- (b) A member wishing to make a suggestion shall write clearly his suggestion, his name, membership number and address at the end of each suggestion.

## **15. COMPLAINTS**

- (a) Any complaint with regard to service or to the conduct of any employee of the Club should be made personally or in writing to the General Manager.
- (b) Members, their children and their guests shall not reprimand, or use abusive or vulgar language on any employee of the Club.
- (c) Any complaint with regard to the conduct of another member, guest, visitor or child should be made to the General Manager or Executive-on-duty personally or in writing.

## **16. MEMBERSHIP CARDS**

- (a) Membership cards shall be issued for the identification of members and should be carried whilst on the Club's premises and produced when requested by an employee or authorized agent of the Club.
- (b) Periodic gate checks shall be carried out at the discretion of the General Manager and any member not in possession of his membership card shall notify the employee or authorized agent carrying out the check of his name, membership number and the reason not being able to produce it.
- (c) Any member who, on three (3) consecutive occasions, fails to produce his membership card shall be required to submit within seven (7) days, a written explanation satisfactory to the General Manager failing which he might be barred from entering the Club.

- (d) Membership cards are not transferable.

## **17. CHARGES**

- (a) All members are required to pay their monthly subscriptions promptly. Members who are in arrears in their subscription or any other payments are liable for administrative charges of 1% per month on the outstanding balance, subject to a minimum of S\$5.00.
- (b) The management of the Club shall be entitled to vary at their discretion the administrative charges imposed on late payments.

## **18. CHANGE OF ADDRESS**

Every member of the Club shall inform the management of the Club of any change of address.

## **19. GUESTS**

- (a) Members shall sign in their guests at the Reception Counter failing which the management of the Club shall have the right to request that the guests which have not been signed in leave the Club's premises.
- (b) Guests must be accompanied by members at all times whilst in the Club's premises.
- (c) Members who intend to bring into the Club more than ten (10) guests at any one time shall notify the General Manager at least three (3) days in advance of such

intention, failing which the Club shall have the right to refuse to allow entry to the Club's premises of any guest in excess of the ten (10) guests.

## **20. NOTICE BOARDS**

With the exception of official club notices, no notices or posters shall be placed in the Club's premises without the permission of the General Manager. Any notice or poster so approved shall not be displayed until it has been inspected and approved by the General Manager.

## **21. GAMES**

Except for games organized or approved by the Club, all other forms of indoor and outdoor games shall be prohibited in the Club's premises.

# **PART 2 – FACILITIES**

## **1. READING ROOM**

- (a) The Reading Room is open daily from 7.30am to 10.00pm, including Sundays and Public Holidays.
- (b) Books, magazines, newspapers, and all other reading materials provided shall not be taken out of the Reading Room, and shall be returned to their original display after reading.
- (c) Smoking, eating and drinking is strictly prohibited.
- (d) Persons in swimwear, soiled or wet clothing (including shoes/footwear) are NOT permitted in the Reading Room.
- (e) Children under twelve (12) years of age are not permitted in the Reading Room.
- (f) Sleeping is not permitted in the Reading Room.
- (g) Silence and proper decorum should be observed at all times.

## **2. KIDS' ROOM**

- (a) The Kids' Room is open daily from 7.30am to 10.00pm, including Sundays and Public Holidays.
- (b) Smoking, sleeping, eating and drinking is strictly prohibited.

- (c) The management of the Club reserves the right to refuse entry or request member or his guests leave the Kids' Room if the member or his guests, in their opinion:
  - (i) contravenes the rules of the Kids' Room;
  - (ii) damages the property or reputation of the Kids' Room;
  - (iii) does not behave in a proper manner.
- (d) Members and their guests are advised to adhere to the Kids' Room's rules and regulations.
- (e) The Club shall not be held responsible for any accidents, injuries caused during the stay at the Kids' Room.

### **3. VIDEO GAMES ROOM**

- (a) Operating Hours
  - Sundays to Fridays  
(including Public Holidays and School Holidays)  
9.00am to 12.00pm
  - Saturdays and eve of Public Holidays  
9.00am to 1.00am
- (b) Smoking, eating and drinking is strictly prohibited.
- (c) Persons in swimwear, soiled or wet clothing (including shoes/footwear) will not be permitted in the Video Games Room.

- (d) Vandalism in any form, including the rough handling of video machines is strictly forbidden. Anyone caught vandalizing the video machines will be liable for its repair or restoration.
- (e) Gambling, in any form, is strictly prohibited.
- (f) No running or rough play will be allowed in the Video Games Room. Members and their guests are expected to conduct themselves in a proper manner.
- (g) The Club reserves the right to declare any video machine out-of-order at any time without assigning any reason whatsoever.
- (h) Only Singapore currency shall be used on the video machines.
- (i) The Club shall not be held responsible for any accidents, injuries caused during the stay at the Video Games Room.

#### **4. JACKPOT ROOM**

- (a) Operating Hours

Sundays to Fridays  
(including Public Holidays and School Holidays)  
10.00am to 12.00am

Saturdays and eve of Public Holidays  
9.30am to 1.00am

- (b) Only Individual and Corporate members are allowed entry to the Jackpot Room.

- (c) Guests
  - (i) Each member is allowed to sign in two (2) guests only.
  - (ii) The member is to sign in their guest(s) in the guest registration book at the Counter.
  - (iii) Guests are to make arrangements to end their game upon reaching the time reserved for members only, as stipulated by Management.
- (d) The member's membership card must be produced for claiming of bonus payments.
- (e) Persons under eighteen (18) years of age are not permitted in the Jackpot Room.
- (f) Smoking is strictly prohibited.
- (g) Only food and beverages served by the Club and authorized by the management of the Club may be consumed in the Jackpot Room. A menu of these items is available upon request.
- (h) Persons in swimwear, soiled or wet clothing, brief shorts, singlets and flip-flops are not permitted in the Jackpot Room. Smart bermudas and sandals with ankle straps are allowed.
- (i) Players must not mishandle the Jackpot machines at any time. Rough usage of the Jackpot machines is strictly forbidden.

- (j) The Club reserves the right to declare any Jackpot machine out-of-order at any time without assigning any reason whatsoever.
- (k) No reservation of Jackpot machines is allowed. The Executive on duty reserves the right to remove any articles or coins left 'out of play' for more than ten (10) minutes. Such articles or coins can be claimed upon request to the Executive on duty.
- (l) There shall be no changing of coins fifteen (15) minutes before closing time.
- (m) Proper decorum shall be observed at all times.

## **5. MAHJONG ROOMS**

- (a) Operating Hours

Sundays to Thursdays

(including Public Holidays and School Holidays)

9.00am to 11.00pm

Fridays, Saturdays and eve of Public Holidays

9.00am to 12.00am

- (b) Persons below the age of eighteen (18) years are not permitted in the Mahjong Rooms.
- (c) Gambling, in any form, is strictly prohibited.
- (d) Smoking is strictly prohibited.

- (e) Only food and beverages served by the Club and authorized by the management of the Club may be consumed in the Mahjong Rooms. A menu of these items is available upon request.
- (f) Members are required to sign the booking fee chits before they commence playing.
- (g) If a member who has booked a session fails to turn up fifteen (15) minutes after the commencement of the session he forfeits his booking and the full booking fee will be charged to his account. The remainder of the session may be re-allocated to another member waiting for the table at that time at the full booking fees.
- (h) Cancellation of bookings will be accepted up to 24 hours before the session.
- (i) Mahjong Sets must be collected by the members personally from the stewards and must be returned by the members personally to the stewards at least fifteen (15) minutes before closing time, failing which the Club reserves the right to charge a fee for the additional play time. If the Booking Counter is closed, members are to return the Mahjong Sets at the Reception Counter
- (j) Members are to be charged an amount to be determined by the management of the Club for the replacement of pieces lost, damaged or defaced. If the pieces cannot be replaced, members will be charged an amount to be determined by the management of the Club for the replacement of a new Mahjong Set.

- (k) Only members who are playing can sign in guest to play in the Mahjong Rooms. Members are responsible for the conduct of their guests and must be playing with their guests at all times.

## **6. BILLIARD ROOM**

- (a) The Billiard Room is open daily from 9.00am to 12.00am, including Sundays and Public Holidays.

- (b) Bookings

- (i) Bookings can only be made in person or by phone up to seven (7) days in advance on a first-come-first-served basis. Each member can book one (1) session (one table for one hour) at a time and can only book a subsequent session after he has completed his first session. Where two (2) or more players book consecutive sessions and play amongst themselves, these players are entitled to book a subsequent session after their individual sessions have expired.
- (ii) If a member who has booked a session fails to turn up fifteen (15) minutes after the commencement of the session he forfeits his booking and the full booking fee will be charged to his account. The remainder of the session may be re-allocated to another member waiting for the table at that time at the full booking fees.
- (iii) Bookings for the Billiard sessions cannot be made more than one (1) week in advance.

- (iv) Members failing to take up their booking for two (2) consecutive sessions may, at the discretion of the General Manager, be barred from making further bookings.
- (v) Members are required to sign the booking fee chits before commencement of the session.

(c) Charges

The booking fee for each session shall be S\$3.00 from Monday to Thursday and S\$5.00 from Friday to Sunday, including School Holidays, eve of Public Holidays and Public Holidays.

- (d) Cancellation of bookings will be accepted up to 24 hours before the session.

(e) Children/Guests

- (i) Children between twelve (12) and twenty-one (21) years of age who wish to make use of the billiard tables must get the consent of the parent or guardian who is also a member to sign an undertaking to pay for any damages that they may cause to the billiard table or equipment.
- (ii) Children below twelve (12) years of age are not permitted in the Billiard Room at any time.
- (iii) Guests must be accompanied by members at all times whilst in the Billiard Room.

- (f) Attire
  - (i) No school uniforms, flip-flops, singlets, shorts, swimwear, soiled or wet clothing (particularly after sports) are allowed. Smart bermudas and sandals with ankle straps are permitted.
  - (ii) Playing barefoot or walking around barefoot is strictly prohibited in the room.
- (g) Smoking is strictly prohibited.
- (h) No articles, except those which are authorized by the management of the Club, are to be placed on the billiard tables at any time.
- (i) Damage to property

Any damage to the billiard table or equipment will be charged to the account of the member responsible. Cost of the damage will be decided by the General Manager.

## **PART 3 – EXECUTIVE SUITE**

### **1. BOOKINGS**

- (a) All applications must be made by the member personally.
- (b) Applicants must be aged eighteen (18) and above at the time of booking.
- (c) Advance bookings of up to eight (8) months are allowed.
- (d) Members must produce their membership cards upon making their bookings.
- (e) Bookings must be accompanied with a refundable deposit of S\$100.00 per unit.
- (f) The management of the Club reserves the right to vary the deposit, rental and other rules and regulations at any time they deem fit.
- (g) No waiver of rental shall be made for any period that the suite is not made use of.
- (h) Each suite with two (2) bedrooms can accommodate up to a maximum of four (4) persons only.
- (i) Bookings at subsidized members' rates will be restricted to a maximum of two (2) suites per member at any time.

## **2. AMENDMENT OF BOOKINGS**

- (a) Payments for the rental of the suite may be made by cheque provided that the cheque is received by the Club at least fourteen (14) days before the date of commencement of the stay. Cheque payments are to be crossed and made payable to 'Aranda Country Club'.
- (b) Fourteen (14) days notice from the date of commencement of the stay must be given to the Club for any changes to the periods and dates of the stay.
- (c) Notification of any changes received less than fourteen (14) days before the date of commencement of the stay shall be treated as last minute cancellation, and shall be subject to conditions stated in '3b' under 'Cancellations'.

## **3. CANCELLATIONS**

Cancellations of bookings shall be made at the Club. Cancellations are subject to the following conditions:

- (a) For cancellations made more than thirty (30) days before the commencement of the stay, the full deposit of S\$100.00 shall be forfeited. For members who have not paid a deposit, this amount will be charged to their accounts.
- (b) For cancellations made less than thirty (30) days before the commencement of the stay, the full deposit of S\$100.00 shall be forfeited and 50% of full suite

rental shall be charged. For members who have not paid a deposit, the total amount will be charged to their accounts.

#### **4. CHECK-IN/CHECK-OUT**

- (a) Members are to check-in personally at 3.00pm.
- (b) The check-out time is at 10.00am. A full day charge will be levied on occupants who check-out after 10.00am.
- (c) Occupants are advised to check the suite inventory upon check-in and report any discrepancies to Housekeeping within half an hour.
- (d) Upon check-out, the Housekeeping Clearance Form, room keys and membership card of the applicant must be presented to the Front Office Reception.

#### **5. OCCUPANCY**

Gatherings of not more than ten (10) people are allowed in each room. All visitors are to leave the suites by 11.00pm.

#### **6. RESTRICTIONS**

- (a) Gambling, mahjong playing or any illegal activity and decorations of any kind are not allowed in any suite.

- (b) Catering of food by outside caterers is strictly prohibited except by the Club's appointed caterer (Tel: 6584 6811). Cooking or barbecues inside the suites and along the corridors is strictly prohibited.
- (c) No unauthorized electrical wiring in the rooms or to any audio/visual facility shall be installed in the suites.
- (d) No animals are allowed to be brought into the suites at any time.
- (e) Guests are to preserve the general peace and quiet of the surroundings at all times particularly after 12.00 midnight.

## **7. GENERAL**

- (a) The Club shall not be responsible for any loss of any valuables, money or personal effects of the members or their guests occupying the suites OR for any accidents, injuries and loss sustained by members or their guests during their stay/visit to the suites.
- (b) The Club reserves the right to take appropriate action (including rejecting any applications or reducing the duration of any stay without assigning any reason) against anyone who infringes its rules and regulations.
- (c) The Club reserves the right to charge occupants for the cost of replacement or repairs to damaged, missing or lost items provided in the suites and their compounds.

Date	Bye-law No.	Amendments

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## NOTES

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