



YIO CHU KANG COURT RESIDENTS' NETWORK

Blk 212 Ang Mo Kio Ave 3, #01-1488, Singapore 560212

Tel: 6459 8286 | Email: bookings@yckcourtrn.com

KJ GUIDELINES & STANDARD OPERATING PROCEDURE

EMERGENCY CONTACTS

Contact	Phone Number	Role
YCK Court RN Centre	6459 8286	Main Office
Brenda Ong	8113 1003	RN Committee
Ronald Leow	9695 9339	RN Committee

Any emergency should be reported to RN immediately and will be handled by RN.

PART 1: FOR THE KARAOKE JOCKEY (KJ)

SESSION TIMING

Session	Time	KJ Setup Time
Afternoon	1:00 PM - 5:00 PM	12:00 PM (1 hr before)
Evening	6:00 PM - 10:00 PM	5:00 PM (1 hr before)

- **System Prep:** You may enter the room at any time to prepare the system before the singers arrive.
- **Aircon Usage:** Turn on **only ONE aircon** at a time. Alternate use is highly recommended. If one is faulty, the other is on standby. Room cools in 10-15 mins — use fans to circulate.
- **After Use — Shutdown:** Turn off ALL Pantry / Karaoke Room lights, fans, TV, and karaoke system. **How you turn on is how you close.**
- **Equipment Accountability:** Ensure all microphones are returned to their original designated locations. You are held responsible for any damages to microphones or touch-screen monitors during the session.
- **Fault Reporting:** If you detect any faults or technical issues, report them to the RN Center office immediately via phone (6459 8286). Do not attempt self-repairs.
- **Media Compliance - ORIGINAL CDs ONLY:** Only original karaoke CDs are permitted. Pirated, burned, or unauthorized media is strictly prohibited and may result in liability.
- **Incident Reporting:** Any emergency, disruption, fight, damage, or rule violation must be reported to Court RN **immediately**. KJ is responsible for documenting the incident.
- **Emergency Contact:** In case of any emergency, contact the Court RN Center at **6459 8286**.

OPERATIONAL OVERSIGHT AND REPORTING

The KJ shall ensure all operations are conducted smoothly and efficiently. In the event of any emergency, operational disruption, or incident, KJ shall provide an **immediate report** to Court RN to ensure timely resolution.

LIABILITY FOR LOSS OR DAMAGE

In the event of any loss of property or damage to equipment during a session, Court RN will conduct a **formal investigation** to establish the cause and extent of the loss or damage. Based on the findings, **liability will be determined and assigned** to the responsible party — whether the KJ, the customer (member/singer), or shared between both parties.

PART 2: FOR THE PERSON BOOKING (MEMBER / SINGER)

The person booking is responsible for the group's behavior, cleanliness, and their own property.

STRICTLY NO BETTING, GAMBLING, SMOKING, FIGHTING OR ROWDY BEHAVIOR

- **Entry Timing:** You and your guests may enter the room **5 minutes before** your scheduled session begins.
- **Food & Drink Policy:** No food or colored drinks are allowed. Only plain water is permitted.
- **Noise Control:** Please keep the door closed at all times while singing to respect other residents and maintain appropriate noise levels.
- **After Use:** Please dispose of all litter neatly in a trash bag and place it near the bin. Close the BBQ pit cover before leaving.
- **Loss of Property Disclaimer:** Court RN is not responsible for any loss or damage of personal belongings. Please ensure you check the area thoroughly for phones, wallets, or bags before exiting.
- **Strict Prohibitions:** Strictly no betting, gambling, or any related transactions inside or outside the room. Smoking, fighting, or rowdy behavior is forbidden.
- **General Restrictions:** No pets are allowed, and all users should be dressed in appropriate attire.

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