

COMPANY DETAILS

Company	<input type="text"/>	Date	<input type="text"/>
Address	<input type="text"/>	Tel (Office)	<input type="text"/>
Contact Person	<input type="text"/>	Tel (Mobile)	<input type="text"/>
Email	<input type="text"/>	Designation	<input type="text"/>

BOOKING / RENTAL DETAILS

Name of Event :

Room	Room	Room
<input type="checkbox"/> BIG #13-14 Classroom : max. 36 paxs Seminar : 50 paxs Floor Area : 510 sq. ft.	<input type="checkbox"/> SMALL #11-14 Classroom : max. 22 paxs Seminar : 36 paxs Floor Area : 340 sq. ft.	<input type="checkbox"/> BIG #11-13 Classroom : max. 36 paxs Seminar : 60 paxs Floor Area : 565 sq. ft.
Date <input type="text"/>	Date <input type="text"/>	Date <input type="text"/>
<input type="checkbox"/> Weekday	<input type="checkbox"/> Weekday	<input type="checkbox"/> Weekday
<input type="checkbox"/> Weekend/PH	<input type="checkbox"/> Weekend/PH	<input type="checkbox"/> Weekend/PH
<u>Time Slot</u>	<u>Time Slot</u>	<u>Time Slot</u>
<input type="checkbox"/> Morning 0800-1230 hrs	<input type="checkbox"/> Morning 0800-1230 hrs	<input type="checkbox"/> Morning 0800-1230 hrs
<input type="checkbox"/> Afternoon 1300-1730 hrs	<input type="checkbox"/> Afternoon 1300-1730 hrs	<input type="checkbox"/> Afternoon 1300-1730 hrs
<input type="checkbox"/> Evening 1800-2230 hrs	<input type="checkbox"/> Evening 1800-2230 hrs	<input type="checkbox"/> Evening 1800-2230 hrs
<input type="checkbox"/> Full Day 0800-1730 hrs	<input type="checkbox"/> Full Day 0800-1730 hrs	<input type="checkbox"/> Full Day 0800-1730 hrs
<u>Seating Arrangement</u>	<u>Seating Arrangement</u>	<u>Seating Arrangement</u>
<input type="checkbox"/> Classroom (tables & chairs)	<input type="checkbox"/> Classroom (tables & chairs)	<input type="checkbox"/> Classroom (tables & chairs)
<input type="checkbox"/> Seminar (without tables)	<input type="checkbox"/> Seminar (without tables)	<input type="checkbox"/> Seminar (without tables)
<input type="checkbox"/> No. of participants	<input type="checkbox"/> No. of participants	<input type="checkbox"/> No. of participants

** Extension beyond time slot is S\$50/block of an hour

Additional Notes :

PAYMENT METHODS

<input type="checkbox"/> <u>Cheque:</u> Mail a crossed cheque payable to: HR Law Academy Pte Ltd 9 Penang Road #11-14 Park Mall, Singapore 238459	<input type="checkbox"/> <u>Bank Transfer:</u> Bank : OCBC Swift Code : OCBCSGSG Bank Code : 7339 Branch No. : 588 Account No. : 094060001
---	---

Pls indicate invoice # on cheque &/or bank transfers
You may need to indicate whole acct no. 588094060001 when you are doing the transfer.

TERMS AND CONDITIONS

Please refer to terms and conditions of the rental as shown in www.TrainingRoomSG.com website as it will be incorporated by reference to this facility rental contract.
By acceptance and signing this booking form, you have accepted the terms and conditions of the rental facility's terms and conditions as stated.
Note that only full payment shall be made before booking is confirmed.

Signature of Applicant / Date

Company Stamp or Copy of NRIC/Work Pass