

Section A : Company Details		
Name of Company:		
Address:		
Name of Applicant/ Contact Person:	Designation:	
Tel(O):	Tel(HP):	Fax:
Email:		
Section B: Booking Details		
<input type="checkbox"/> Big Training Room, # 13-14 (Approximate : 510 sq ft) Classroom : Max 32 paxs Seminar : Recommended max 50 paxs	<input type="checkbox"/> Small Training Room. #11-14 (Approximate : 340 sq ft) Classroom : Max 22 paxs Seminar : Recommended max 36 paxs	
Name of Event:		
Date of Rental: _____ <input type="checkbox"/> Weekday <input type="checkbox"/> Weekend/PH	Time Slot for Rental: <input type="checkbox"/> Morning (8.30 am to 12.30 pm) <input type="checkbox"/> Afternoon (1.00 pm to 5. 30 pm) <input type="checkbox"/> Evening (6.00 pm to 10.30 pm) <input type="checkbox"/> Full Day (8.30 am to 5. 30 pm)	
Note: For rental rates, time slots, please refer to our website for more details		
Please choose seating arrangement: 1) Classroom (with tables) <input type="checkbox"/> 2) Seminar Style (without tables) <input type="checkbox"/>		
Please indicate expected number of participants for your event: _____		
Section C: Payment Methods		
<input type="checkbox"/> Cheque: Please mail a crossed cheque payable to: HR Law Academy Pte Ltd Address: 9 Penang Road #11 – 14, Park Mall, Singapore 238459	<input type="checkbox"/> Bank Transfer: Bank: OCBC Bank Code: 7339 Branch No.: 558 Account No.: 094060001	
Section D: Terms and Conditions		
Please refer to terms and conditions of the rental as shown in HR Law Academy's 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 shall be confirmed.		
_____ Signature of Applicant	_____ Company Stamp	