

Booking Form

www.trainingroomsg.com | 9 Penang Road S238459 | 190 Clemenceau Avenue S239924

Contact Details

Company _____ Date _____
Address _____ Tel (Office) _____
Contact Person _____ Tel (Mobile) _____
Email _____ Designation _____

Booking/ Rental Details

Name of Event: _____

Date _____
 Weekday
 Weekend/ PH
Time Slot
 Morning (0830-1230 hours)
 Afternoon (1300-1730 hours)
 Evening (1800-2200 hours)
 Full Day (0830-1730 hours)
Seating Arrangement
 Classroom (tables & chairs)
 Seminar (chairs only)
 No. of Participants _____

PARK MALL
 Small #11-14
Classroom: Max 22 Pax
Seminar: Max 36 Pax
Estimated Floor Area: 340 sqf
 Big #11-13
Classroom: Max 34 Pax
Seminar: Max 60 Pax
Estimated Floor Area: 565 sqf
 Big #13-14
Classroom: Max 32 Pax
Seminar: Max 50 Pax
Estimated Floor Area: 510 sqf

SINGAPORE SHOPPING CENTRE
 Extra Small #02-31
Classroom: Max 17 Pax
Seminar: Max 28 Pax
Estimated Floor Area: 250 sqf
 Medium #02-19
Classroom: Max 28 Pax
Seminar: Max 40 Pax
Estimated Floor Area: 387 sqf
 Big #02-20B
Classroom: Max 36 Pax
Seminar: Max 55 Pax
Estimated Floor Area: 510 sqf
 Premium #02-20A
Classroom: Max 40 Pax
Seminar: Max 65 Pax
Estimated Floor Area: 585 sqf

**Extension beyond time slot is SGD50/ block of an hour

Additional Notes: _____

Payment Methods

Cheque Bank Transfer
Mail a crossed cheque payable to: Bank : OCBC Swift Code :
HR Law Academy Pte Ltd OCBCSGSG
9 Penang Road #11-14 Bank Code : 7339 Branch No. : 588
Park Mall, Singapore 238459 Account No. : 588094060001

Please indicate invoice # on cheque &/or bank transfers

Terms & 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 or Work Pass