www. Training RoomSG.com | Booking Form | 9 Penang Road, S238459

Section A : Company Details		
Name of Company:		
Address:		
Name of Applicant/ Contact Person:	Designation:	
Tel(O):	Tel(HP):	Email :

Section B: Booking Details	
[ ] Big Training Room, # 13-14 (Approximate : 510 sq ft) Classroom : Max 32 paxs Seminar : Recommended max 50 paxs	[ ] Small Training Room #11-14 (Approximate : 340 sq ft) Classroom : Max 22 paxs Seminar : Recommended max 36 paxs
Name of Event:	
Date of Rental: ---------- ☐ Weekday ☐ Weekend/PH **Note : Extension beyond time slot is $50 per hr**	Time Slot for Rental: ☐ Morning (8.30 am to 12.30 pm) ☐ Afternoon (1.00 pm to 5. 30 pm) ☐ Evening (6.00 pm to 10.30 pm) ☐ Full Day (8.30 am to 5. 30 pm)
Please choose the seating arrangement: 1) Classroom (with tables and chairs) [ ] 2) Seminar (without tables) [ ] Please indicate expected number of participants for your event : _____	

Section C: Payment Methods	
☐ Cheque: Please mail a crossed cheque payable to: HR Law Academy Pte Ltd 9 Penang Road #11 – 14, Park Mall, Singapore 238459	☐ Bank Transfer: Bank: OCBC Bank Code: 7339 Branch No.: 588 Account No.: 094060001 **Note : You may need to indicate whole acct no. 588094060001 when you are doing the transfer.**

Section D: 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 Company Stamp or Attached copy of NRIC/Work Pass