



**Booking Form**

www.synergyroom.com.sg | Singapore Shopping Centre, 190 Clemenceau Avenue, S239924 | Tel: 6334 3177

**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

**Budget #02-31**

Classroom: Max 17 Pax  
Seminar: Max 28 Pax  
Estimated Floor Area: 250 sqf

**Economy #02-19**

Classroom: Max 28 Pax  
Seminar: Max 40 Pax  
Estimated Floor Area: 387 sqf

**2nd Floor**

**Premium Economy #02-20B**

Classroom: Max 36 Pax  
Seminar: Max 55 Pax  
Estimated Floor Area: 510 sqf

**Business #02-20A**

Classroom: Max 40 Pax  
Seminar: Max 65 Pax  
Estimated Floor Area: 585 sqf

**Budget Plus #05-19**

Classroom: Max 18 Pax  
Seminar: Max 32 Pax  
Estimated Floor Area: 290 sqf

**Economy Plus #05-20B**

Classroom: Max 32 Pax  
Seminar: Max 46 Pax  
Estimated Floor Area: 440 sqf

**5th Floor**

**Business Plus #05-20A**

Classroom: Max 50 Pax  
Seminar: Max 80 Pax  
Estimated Floor Area: 690 sqf

**First Class #05-20**

Classroom: Max 82 Pax  
Seminar: Max 126 Pax  
Estimated Floor Area: 1130 sqf

\*\* Extension beyond time slot is \$50/hr for all rooms except for First Class #05-20, it is \$100/hr

**Payment Methods**

Cheque                       Bank Transfer

Mail a crossed cheque payable to:  
PME Academy Pte Ltd  
190 Clemenceau Avenue, #02-31  
Singapore Shopping Centre, S239924

Bank : OCBC    Swift Code : OCBCSGSG  
Bank Code : 7339    Branch No. : 686  
Account No. : 686 696352001

**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