



**KOMPLEKS BANGUNAN GETAH ASLI**  
**TENANCY FACILITIES / KEMUDAHAN PENYEWAAN**  
**Tel: 03-2171 1177, Fax: 2164 4529**

FORM BH (3)/BORANG BH (3)

MAKLUMAT PEMOHON/ APPLICANT INFORMATION	
Nama Penuh/ Full Name :	No. Kad Pengenalan/ I.C Number :
No. Dhubungi/ Contact Number :	E-mel/ Email :
Alamat Penuh/ Full Adress :	

MAKLUMAT FASILITI DEWAN/ HALL FACILITIES INFORMATION	
Tarikh Tempahan/ Booking Date	
Masa Tempahan/ Booking Time	
Tujuan Tempahan/ Booking Reason	
Lokasi Tempahan/ Booking Location : -	

WEDDING RECEPTION/ BIRTHDAY PARTY/ DINNER	
<input type="checkbox"/> Dewan Bankuasi/ Banquet Hall - 2 <sup>nd</sup> Floor BGA (M) ✓ Refund. Booking: RM500.00 <input type="radio"/> Pilihan 1/ Option 1: RM2,000.00 (16 jam/ hrs) <input type="radio"/> Pilihan 2/ Option 2: RM1,600.00 (8 jam/ hrs)	<u>Details:</u> a) 200-250 seats b) 30 round tables and 270 banquet chairs without covers (1 table/ 9 chairs)
<input type="checkbox"/> Dewan Persidangan/ Conference Hall - 1 <sup>st</sup> Floor BGA (M) ✓ Refund. Booking: RM500.00 <input type="radio"/> Pilihan 1/ Option 1: RM3,000.00 (16 jam/ hrs) <input type="radio"/> Pilihan 2/ Option 2: RM2,000.00 (8 jam/ hrs)	<u>Details:</u> a) 150 seats b) 15 round tables and 150 banquet chairs without covers c) Basic PA System (not karaoke) d) VIP Room
SEMINAR/ TRAINING	
<input type="checkbox"/> Dewan Persidangan/ Conference Hall - 1 <sup>st</sup> Floor BGA (M) ✓ Refund. Booking: RM250.00 <input type="radio"/> Pilihan 1/ Option 1: RM1,000.00 (8 jam/ hrs) <input type="radio"/> Pilihan 2/ Option 2: RM500.00 (4 jam/ hrs)	<u>Details:</u> a) 80-100 seats b) 33 tables and 115 chairs c) 2 discussion room d) Basic PA System e) Add. Hours - RM125.00/ hours
<input type="checkbox"/> Dewan Teatret/ Theatre Hall - 2 <sup>nd</sup> Floor BGA (M) ✓ Refund. Booking: RM250.00 <input type="radio"/> Pilihan 1/ Option 1: RM1,000.00 (8 jam/hrs) <input type="radio"/> Pilihan 2/ Option 2: RM500.00 (4 jam/hrs)	<u>Details:</u> a) 124 chairs with foldable table, 6 VIP sofas and 32 chairs. b) 1 rostrum c) Basic PA System d) Add. Hours - RM125.00/ hours
<input type="checkbox"/> Dewan Bankuasi/ Banquet Hall - 2 <sup>nd</sup> Floor BGA (M) ✓ Refund. Booking: RM500.00 ✓ RM800.00 (4jam/hours)	<u>Details:</u> a) For Seminar Tea Breaks/ Lunch/ Dinner

MEETING	
<input type="checkbox"/> Ridley Resource Centre – 3 <sup>rd</sup> Floor BGA ✓ Refund. Booking: RM250.00 ✓ RM250.00 (8 jam/hours)	<u>Details:</u> a) 20 seats (semi curve round meeting table) b) Basic PA System
PROMOTION SPACE	
<input type="checkbox"/> Tapak Promosi/ Promotion Booth – Main Lobby BGA ✓ RM100.00 (9am-5pm)	<u>Details:</u> a) 1 table with 2 chairs
OTHERS	
<input type="checkbox"/> LCD Projector = RM250.00nett <input type="checkbox"/> Extra Chairs = RM_____	<u>Details:</u> a) 1 add. chair RM3.00/ day

MAKLUMAT BAYARAN/ PAYMENT DETAILS	
Bayaran Deposit :	Bayaran Fasiliti :
Tarikh :	Tarikh :
<b>Perakuan Pemohon/ Declaration of User :</b>	
<p>Saya dengan ini telah faham dan bersetuju dengan syarat dan terma yang telah ditetapkan/            I hereby understand and agree to the terms and conditions.</p>	
Tarikh/ Date : ..... Tandatangan/ Signature: .....	

UNTUK KEGUNAAN PEJABAT/ FOR OFFICIAL USE ONLY	
Disahkan Oleh/ Confirmed By :	Diluluskan Oleh/ Approved By :
Tarikh/ Date :	Tarikh/ Date :

TERMS AND CONDITIONS
<ol style="list-style-type: none"> <li>1. Full payment should be paid <b>TWO WEEKS BEFORE</b> the functions held.</li> <li>2. No liquors/ illegal drink/ non-halal are allowed.</li> <li>3. All seminar/ event must be done at 12:00 midnight. The tenant is responsible to ensure the room back in order after the function.</li> <li>4. No leftover foods and dish wash are allowed at the hall by food caterer.</li> <li>5. Tenant has to ensure tables and chairs arrangement are in original layout after the function. If there is any change deposit will be forfeited.</li> <li>6. Postpone the booking date prior to <b>one (1) month</b> handwriting notice with the reasonable reason to LGM Properties Corporation.</li> <li>7. If booking has been cancelled by tenant, nonrefundable money will be made after booking being confirmed.</li> <li>8. Refundable deposit could be collected <b>one (1) month</b> after the function.</li> <li>9. If the tenant failed to do so within <b>three (3) months</b>, refundable deposit will be forfeited.</li> <li>10. LGM Properties Corporation reserves the right to cancel the booking if found in violation of national laws or regulations.</li> <li>11. The above rates are subject to change without notice.</li> <li>12. The <b>SST</b> (Sales Service Tax) 0% will be imposed by 1 June 2018. All prices showed excluded SST charges.</li> <li>13. All payment can be made to <b><u>LGM Properties Corporation Maybank a/c 514495203483.</u></b></li> <li>14. Parking Charges for function on weekend &amp; Public Holiday – RM8.00 per entry.</li> </ol>