

SEMINAR & TRAINING FACILITIES

Our well equipped and fully configurable seminar rooms are ideal for corporate training/seminars. Practical, affordable and convenient – that is our promise to you.

ROOM RENTAL RATE & SPECIFICATIONS

VENUE	AMOUNTS IN MALAYSIAN RINGGIT*		
	Room rental without food		Room rental with food (2 Tea breaks and Lunch)
	Half Day (4 Hour)	Full Day (8 Hour)	
Training Room 1	450	550	RM85 per pax (Minimum 10 pax)
Training Room 2	450	550	RM85 per pax (Minimum 10 pax)
Training Room 1 & 2	700	900	TBC

* Price quote is excluding GST.

CAPACITY OF EACH LAYOUT

Room	Theatre	U Shape	Boardroom	Classroom	Cluster
Training Room 1	-	18	22	25	25
Training Room 2	-	18	22	25	25
Training Room 1 & 2	140	-	-	100	50

• Additional fees RM150.00 will be charge for events held on Saturday, Sunday and Public Holiday

All room rental packages include:

- Complimentary use of 1 whiteboard, 1 flipchart with markers & projector screen
- Free flow of coffee & tea
- Complimentary WIFI/ Internet
- Complimentary usage of meeting amenities (writing materials, bottled water & sweets)
- Complimentary use of discussion/ break-out area
- Complimentary PA system

Optional Facilities and Services

- LCD Projector at RM200 per unit
- Cordless microphone at RM100 per unit
- Photo copying services can be arranged at special rates
- Additional flipchart available at RM50 per unit

PRICING POLICY

- This quotation will remain valid for the above event period only. Kindly note that prices quoted may be subject to change, depending on change in event requirements / dates.
- 50% deposit is required upon confirmation.
- Full payment is due one (1) week prior to event / arrival date.
- Payments may be made by cheque, bank draft or via remittance services.

CANCELLATION/ POSTPONEMENT

We understand that from time to time things change, that is why we have developed a flexible approach to cancellations and applicable charges for you, subject to our receipt of any cancellation notification from you as follows:

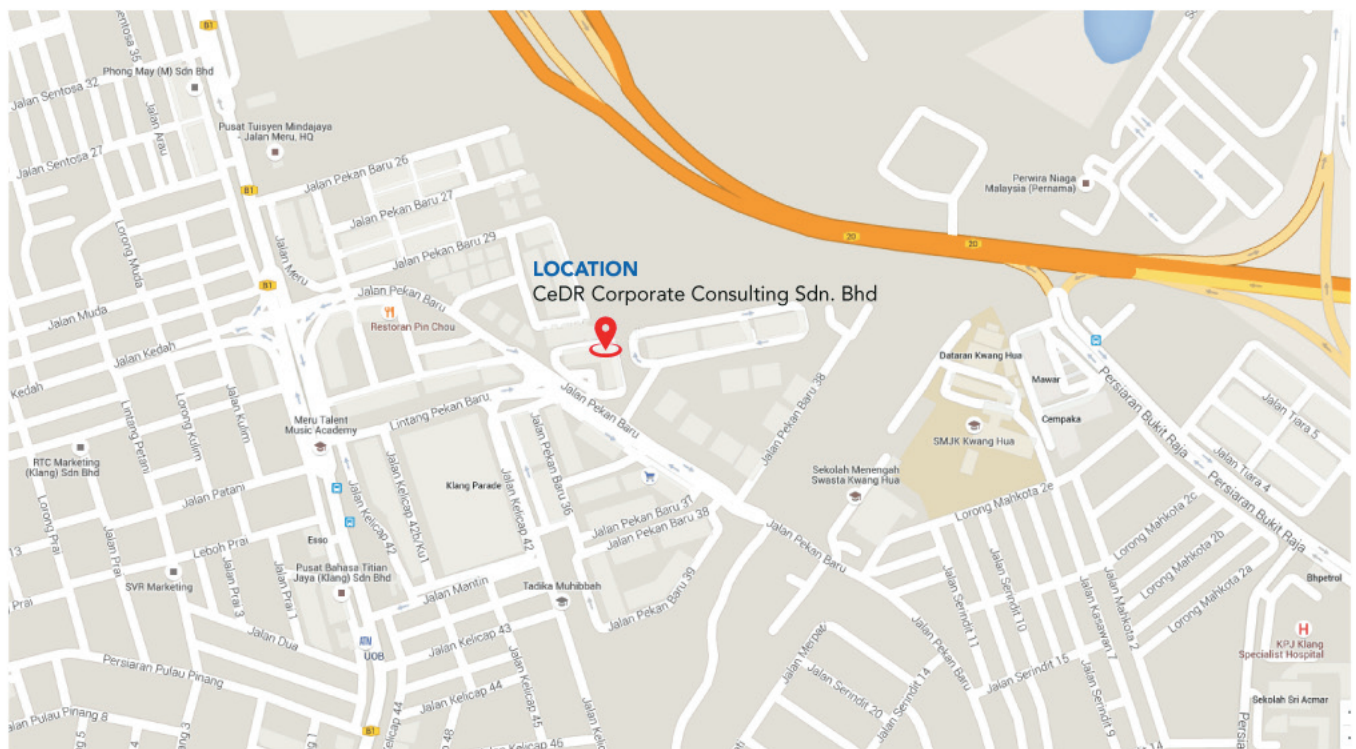
Cancellation Date Range	Cancellation Charges
7 – 14 days	50% of total estimated events charges as booked will be charged
Less than 7 days	100% of total estimated events charges as booked and no refund of any deposits paid to us

CONTACT

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<http://goo.gl/maps/ElcsH>



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