

Date Room Required:		Date of Booking:		
	Time Required			Projector (Yes/No)
	9:00 am – 1:00 pm	1:30 – 5:30 pm	6:00 – 10:00 pm	
Vocation Room - No Food Allowed 16 pax				
Service Room 1 30 – 50 pax				
Service Room 2 24 – 40 pax				
Service Room 3 (Room 1 + 2) 54 – 90 pax				

Purpose of Meeting	
No. of Attendees:	
Authorised Person to Collect and Return Access Card	
Mobile No of Authorised Person	
Email of Authorised Person	
Name of Person making Room Booking	
Mobile No:	
Email:	

Items Collected		Items Returned (for Official Use)	
Remote Control			Remarks
Access Card			
Garbage Bag			
Others			
Collected by			
Signature			
Date		Date Returned	
Issued by		Collected by	

Guidelines for use of room

Collection of access card for room is before 5:30 pm from Mondays to Fridays.

Close all tables and return tables and chairs to their original places before you leave

Switch off the lights

Ensure no food crumbs left on the floor.

Clear all rubbish and throw them into the bin near the restrooms.

Check that door is locked before you leave.