



## PRICE LIST

### Event Hall OR Conference Room

Full Day ( 9.00 am - 5.00 pm )

Half Day ( 9.00 am - 1.00 pm / 1.00 pm - 5.00 pm )

Additional Hours (Max till 7.00 pm only)

**Weekday**

**Weekend**

RM 1,500.00 / RM 2,500.00

RM 800.00 / RM 1,500.00

RM 250.00 per hour

### Bundle

Full Day ( 9.00 am - 5.00 pm )

Half Day ( 9.00 am - 1.00 pm / 1.00 pm - 5.00 pm )

Additional Hours (Max till 7.00 pm only)

**Weekday**

**Weekend**

RM 2,000.00 / RM 3,000.00

RM 1,200.00 / RM 2,000.00

RM 250.00 per hour

*\*\*The rental hours encompass both setup and cleanup time before and after the event.*

## FOR PUMM LIFE MEMBERS ONLY

**NATIONAL ADVISOR / PAST PRESIDENT  
 CENTRAL COMMITTEE / STATE COMMITTEE**

**30 % Discount**

**PUMM LIFE MEMBER**

**20 % Discount**

*Please be advised that this booking form is intended for external events only. Events organized by State Liaisons will be exempt from charges.*

*It is necessary for State Liaison to inform the Secretariat at least fourteen (14) days in advance. Please note that availability will be allocated on a first-come, first-served basis.*

*All bookings are subjected to the terms & conditions set by the Association.*

Type of event: \_\_\_\_\_  
 Date of event: \_\_\_\_\_  Bundle ( FD / HD )  Conference Room ( FD / HD )  
 Starting time: \_\_\_\_\_  Event Hall ( FD / HD )  
 No of pax : \_\_\_\_\_ Finishing time: \_\_\_\_\_

### Contact Details

Membership No : \_\_\_\_\_  Non Member  
 Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Company Name: \_\_\_\_\_ Email: \_\_\_\_\_  
 Address: \_\_\_\_\_

### Venue Set Up

**Set up:**  Theatre (max 90 pax)  Classroom (max 20 pax)  Other: \_\_\_\_\_  
 Additional Request : \_\_\_\_\_

### Food & Beverage

**Catering :**  Yes  No  Own Arrangements  
*If Yes :* Breakfast / Morning Tea Break / Lunch / Afternoon Tea Break / Dinner  
 Set-up Time : \_\_\_\_\_  
*If Own Arrangements, kindly state caterer's details :*  
 Company Name : \_\_\_\_\_ Contact Person : \_\_\_\_\_  
 Set-up Time : \_\_\_\_\_

### Payment Details

**50% deposit from total amount is required, non refundable if you cancel within 48 hours from booking date**

Total Fees :

|                  |  |
|------------------|--|
| Rental           |  |
| Additional Hours |  |
| Catering Service |  |
| <b>TOTAL</b>     |  |

**Payment method:**

Cheque  Cash  Online Transfer

**PERSATUAN USAHAWAN MAJU MALAYSIA (PUMM)**

AMBANK : 888-1051-058-031

Kindly send a copy of bank-in slip to **017-630 5132** or email to **secretariat@pumm.org.my**

### FOR OFFICE USE ONLY

|                            |                                |                    |                       |
|----------------------------|--------------------------------|--------------------|-----------------------|
| <b>Applicant Signature</b> | <b>Key Collector Signature</b> | <b>Returned By</b> | <b>OFFICE RECORDS</b> |
| Name :                     | Name :                         | Name :             | Recorded By :         |
| Contact No :               | Contact No :                   | Contact No :       | Date :                |
| Date :                     | Date :                         | Date :             | Payment Slip :        |
|                            |                                |                    | Date :                |

## Whats Included ?

### Event Hall

- Chairs
- Foldable Tables
- LED Screen
- Platform Stage
- Rostrum
- Microphone (2 units)
- Sound System
- Extension Cable ( 1 unit)
- External Projector (upon request)

### Conference Room

- Executive Chairs
- Boardroom Table
- LED TV Screen
- Conference Microphone
- Conference Webcam

## What's Excluded ?

1. **Parking Fees** by property management are chargeable as below :

Valet Outdoor Parking : RM 6.00 (Full Day)

Basement Indoor Parking : RM 4.00 (Full Day)

Guest may pay using credit/debit/TouchNGo card.

2. **Stationaries** such as A4 paper, pens, pencils, eraser, mahjong paper, files and other similar items are not included. If necessary, you may request before event day with applicable fees.

3. Please note that the rental fees do not cover the provision of **drinking water and sweets**. If you require assistance with preparing these items during your event, you may certainly make a request before event day, and applicable fees will apply.

4. **Photocopy services** is available with chargeable fees.

A4 size, price per copy

Black & White : RM 0.10

Color : RM 1.00