



ENAGIC® (MALAYSIA) SDN BHD

Company No.: 971103-W

Direct Sales License No.: AJL931978

Unit 25-6 & 27-6, The Boulevard, Mid Valley City, Lingkaran Syed Putra, 59200, Kuala Lumpur

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www.enagic-my.com

Seminar Room Booking Form

A. PRINCIPAL INFORMATION.

APPLICANT'S NAME:		DATE:	
NRIC NO:		ID NO:	
EMAIL:		CONTACT NO:	

B. SEMINAR DETAILS.

EVENT'S DATE:		TIME:	
PLEASE SELECT A ROOM	<input type="checkbox"/>	SEMINAR ROOM 1 (LARGE ROOM – MAX UP TO 150 PEOPLE)	
	<input type="checkbox"/>	SEMINAR ROOM 2 (MEDIUM ROOM – MAX UP TO 20 PEOPLE)	
	<input type="checkbox"/>	MEETING ROOM A (SMALL ROOM – 3 TO 5 PEOPLE ONLY) – discretion of the company	

C. TERMS & CONDITIONS.

I confirm that all my personal information and data ("Personal Data") stated above are complete and accurate. I hereby acknowledge that my personal information may be shared with Enagic® (Malaysia) Sdn Bhd's related and/or affiliated company within Malaysia or outside Malaysia for the purposes of performing this agreement.

I hereby acknowledge and give my full consent for Enagic® (Malaysia) Sdn Bhd to publish my personal data as stated above in the Enagic® Malaysia website; www.enagic-my.com and such information shall be made public for the purposes of performing this agreement.

*Distributor is responsible for any damages of the equipment and the seminar room condition due to the course of any misconduct should there is any during the course of book. Kindly refer to the charges on the **Seminar Room Check List** for further reference.*

All reservation must be done one (1) week prior to the event's date.

All the events are to be finished 30 minutes prior to our office closing time which are 8.00 pm on weekdays and 6.00 pm on Saturday.

*Distributors are to **TAKE NOTE** that the seminar room booking is a privilege which can be revoked at the discretion of the company.*

Enagic® (Malaysia) Sdn Bhd will review the room booking policy, room booking history of the relevant Distributor and may make changes from time to time, suspend the room booking privilege, or impose additional deposit.

Distributor's Signature	OFFICE USED ONLY Received By:
DATE:	DATE:

D. CHECK LIST.

No.	EQUIPMENTS/CONDITIONS	CHECK IN		CHECK OUT		CHARGES (MYR)
		Distributor	Staff	Distributor	Staff	
1	Box (inclusive of replacement if necessary)					
	a. Markers (Red, Blue, Black)					3.00 each
	b. Whiteboard Eraser					2.00
	c. Pointer					100
	d. Keys (Main Door & Seminar Room)					50
	e. Aircon Controller					30
	f. Projector Remote					30
	g. Microphone					50
	h. Access Card					50
2	Conditions of the room (inclusive of cleaning, refurbishing and/or replacement if necessary)					
	a. Wall					150
	b. Tables					100 each
	c. Chairs					50 each
	d. Cables					25 each
	e. Whiteboard (damaged)					150
	f. Blinder Curtain					50
	g. Projector White Screen					100
	h. Carpets					100
3	Electricity (charges imposed by the company)					
	a. Lights					100
	b. Air Conditioner					
	c. Public Address (PA) System					
4	MISC					
	To be stated by Customer Service Executive:					

Distributor's Signature	OFFICE USED ONLY Received By:
DATE:	DATE: