APPLICATION FORM

Venue requested for :

- [ ] Seminar Room / Theatre
- [ ] Exhibition Room 1
- [ ] Exhibition Room 2
- [ ] Lobby Area
- [ ] Cafeteria
- [ ] Others (Please specify)

Facilities Required:

	Qty Available	Qty Requested
CHAIRS		
Presidential High back	1	
Medium back	20	
Low back	20	
Banquet Chairs	30	
TABLES		
Coffee Table	1	
Rectangular Folding Table (2.5' x 6')	10	
Rectangular Folding Table (2' x 3')	1	
Quarter Moon Folding Table	4	
Banquet Folding Tables (Round)	4	
OTHER FURNITURES		
Rostrum	2	
Planter box for flowers	4	
AV SYSTEM		
Video Imager	1	
LCD Projector	1	
Motorized Screen	1	
DVD Player	1	
Wireless Microphone	2	
Wireless Microphone (Lavaliere)	1	
Wired Microphone	2	
SKIRTING		
White Table Top	16	
Blue Skirting	10	
Green Skirting	4	

Name of Applicant :
I.C. Number :
Company's Name :
Address :
Tel. No : Fax No. :
Purpose of renting :

Management's Approval

☐ Approved ☐ Not Approved Charges: ……...