

Training Facilities Booking Form



ARENA ROZZAQ
TRAINING CENTER

Please fill out this booking form and send us at booking@arenarozzaq.my

In case you are having any difficulty filling the form feel free to contact us at +603 5511 2388 or WhatsApp at [+6011 1028 6558](tel:+601110286558)

ORGANISATION DETAILS	
ORGANISATION NAME	
CLIENT NAME (IF APPLICABLE)	

POSTAL ADDRESS	
ADDRESS LINE 1	
ADDRESS LINE 2	
SUBURB	
POSTCODE	
STATE	

CONTACT DETAILS	
CONTACT NAME	
EMAIL	
CONTACT NUMBER	

BOOKING DETAILS							
Day	BOOKING DATE	NUMBER OF PARTICIPANTS	NUMBER OF FACILITATORS	FACILITATOR NAME/S	EVENT NAME	START TIME	FINISH TIME
Day 1							
Day 2							
Day 3							
Day 4							
Day 5							

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SUGGESTED BREAK TIMES	Morning Tea	<input type="checkbox"/> 10.30AM - 10.45AM	<input type="checkbox"/> 10.45AM - 11.00AM
	Lunch	<input type="checkbox"/> 12.00PM - 1.00PM	<input type="checkbox"/> 1.00PM - 2.00PM
	Afternoon Tea	<input type="checkbox"/> 3.30PM - 3.45PM	<input type="checkbox"/> 3.45PM - 4.00PM
ROOM REQUIREMENT	<input type="checkbox"/> Seminar Standard - Tuah Room (24 Person) <input type="checkbox"/> High-End Computer Lab - Lekir Room (18 Person) <input type="checkbox"/> Seminar Standard - Jebat Room (12 Person) <input type="checkbox"/> High-End Computer Lab - Lekiu Room (30 Person) <input type="checkbox"/> Seminar Standard - Tuah Jebat Room (34 Person) <input type="checkbox"/> High-End Computer Lab - Lekir Lekiu Room (48 Person)		
ROOM SETUP (Applies to Standard Training Room only)	<input type="checkbox"/> Examination / Assessment		<input type="checkbox"/> Classroom
	<input type="checkbox"/> U-Shape		<input type="checkbox"/> Theater
	If other, please specify.		
HARDWARE REQUIREMENTS	If any special requirements please provide details:		
SOFTWARE APPLICATIONS	List any additional software to be installed below or attach sheet to this booking form: To be installed by Arena Rozzaq? <input type="checkbox"/> Yes - (Please send this through 5 working days before the room hire) <input type="checkbox"/> No – Trainer will bring and install any software needed.		
OTHER REQUIREMENTS			

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Training Participant Meal Menu Packages

Option #1 - Full Day Package RM40.00 + GST per person

Morning Tea Break: 1 Type of Hot Dish, 2 Types of Kueh (Assorted Local Sweets) & Coffee / Tea

Lunch: White Rice, 1 Type of Chicken Dish, 1 Fish Dish, 1 Type of Vegetable Dish, Selection of Freshly Cut Fruits, 1 Type Cordial Drinks

Afternoon Tea Break: 1 Kueh (Assorted Local Sweets), 2 Types of Pastry/Savoury, Milk Coffee / Milk Tea

Option #2 - Half Day Package RM35 + GST per person

Morning / Afternoon Tea Break: 1 Type of Hot Dish, 2 Types of Kueh (Assorted Local Sweets) & Coffee / Tea

Lunch: White Rice, 1 Type of Chicken Dish, 1 Fish Dish, 1 Type of Vegetable Dish, Selection of Freshly Cut Fruits, 1 Type Cordial Drinks

- A minimum order of 20 pax for group training.
- Menu Selection will be on a default list (Chefs' Selection). However, you may custom your meal menu according to your preference.
- Premix Coffee, Tea & Snacks are available freeflow the whole day at dedicated coffee bar

TRAINING PARTICIPANTS' MEAL MENU SELECTIONS			
Meals Course		Menu Selection	
Morning Tea Break Meals	Hot Dish (Choose 1 item)	Nasi Lemak	Lontong
		Mee Hoon Goreng	Fried Mee
	Assorted Local Sweets (Choose 2 items)	Bingka Ubi	Kuih Lopes
		Kuih Lapis	Talam Jagung
		Seri Muka	Talam Gebu
		Talam Keledek	Apam Kelapa
		Talam Ubi	Pulut Inti
		Apam Gebu	Karipap
		Bingka Kelapa	Kuih Sago
		Kuih Bakar	Pulut Panggang
Kuih Keria			
Hot Drinks (Choose 1 item)	Coffee	Tea	
Lunch Break Meals	Main	White Rice	
	Chicken (Choose 1 item)	Ayam Kurma	Kari Ayam
		Ayam Lemak Cili Api	Ayam Masak Berlada
		Ayam Masak Hitam	Ayam Goreng Berempah
		Ayam Masak Merah	
	Fish (Choose 1 item)	Ikan Goreng Dory dengan Lemon Sos	Kari Ikan
		Ikan Masak Lemak Cili Api	Ikan Masak Berlada
		Ikan Masak Kicap/Merah	Ikan Goreng Tepung
		Ikan Goreng Dory dengan Sweet Sour Sos	
	Vegetables (Choose 1 item)	Pucuk Paku Lemak Cili Api	Tumis Bayam Goreng
		Tumis Pak Choy Goreng dengan Bawang Putih	Sayur Campur
		Ulam Dengan Sambal Belacan	Kacang Panjang Goreng
		Kangkung Goreng Belacan	Kobis Goreng Kunyit
	Extra Sides (Choose 3 items) Additional RM5 per Pax	Telur Kari	Telur Kurma
		Telur Lemak Cili Api	Telur Sambal
Tauhu Sumbat		Tauhu Sambal	
Freshly Cut Fruits (Choose 1 item)	Apple	Orange	
	Watermelon	Tropical Mix	
Cordial Drinks (Choose 1 item)	Sarsaparilla	Red Syrup	
	Orange	Grape	
Afternoon Tea Break Meals	Assorted Local Sweets (Choose 1 item)	Bingka Ubi	Kuih Lopes
		Kuih Lapis	Talam Jajung
		Seri Muka	Talam Gebu
		Talam Keledek	Apam Kelapa
		Talam Ubi	Pulut Inti
		Apam Gebu	Karipap

Training Facilities Rental Cancellation policy

Once a booking is confirmed the following cancellation policy will apply.

- All cancellations must be submitted in writing.
- We will confirm cancellations in writing and advise of any fees to be charged.
- No fee applies if bookings are cancelled more than 20 working days prior to the booking date
- 20% of the room hire charge applies if cancelled within 15 to 20 working days
- 50% of the room hire charge applies if cancelled within 10 to 14 working days
- 100% of the room hire charge applies if cancelled less than 10 working days

Training Room Hire Booking Form



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Additional fees and extras

- Extra fees apply for rental outside of normal hours
- Evenings (5.30pm to 9.30pm – 4 hours) are charged at 75% of the normal daily rate
- Weekends (Saturday or Sunday), extra 30% of the normal daily rate
- An extra fee of RM100.00 per hour (or part thereof) will be charged after 9.30pm on evening rentals, and 5.30pm on weekday and weekend rentals
- If a larger training room is requested for a smaller group, the fee will be charged at the rate of the larger training room

AUTHORISED BY (Must be completed – all confirmations will be issued to the authorising person)	
SIGNATURE	
NAME	
POSITION	
EMAIL	
CONTACT NUMBER	
DATE	

PAYMENT DETAILS (Must be completed for booking to be processed)	
PAYMENT TYPE	<input type="checkbox"/> IBG FUNDS TRANSFER <input type="checkbox"/> GOVERNMENT L/O <input type="checkbox"/> CORPORATE LOU <input type="checkbox"/> CASH
NAME OF PAYEE	
PAYMENT TO BE MADE TO	ARENA ROZZAQ SDN BHD
ACCOUNT NUMBER	AMBANK : 888 1022 902 038

OFFICE USE ONLY	
FACILITIES RENTAL RATE	
CATERING FEES	
ADDITIONAL FEES	
INVOICE NUMBER	