

**MEGAN AMBASSY MANAGEMENT CORPORATION**  
APPLICATION FOR BOOKING COMMUNITY HALL/SOCIAL FUNCTIONS (8<sup>th</sup> Floor MOTM)

Unit Number : \_\_\_\_\_ Block A /B / C Mobile: \_\_\_\_\_

Full Name : \_\_\_\_\_

IC/Passport No : \_\_\_\_\_

If you do not live in Megan Ambassy, please state your address.

Address: \_\_\_\_\_

**Purpose:**

### 1. The Event:

- ☐ Meeting
- ☐ Social Gathering with catering
- ☐ Children's party with catering
- ☐ Religious
- ☐ Others (specify): \_\_\_\_\_

2. Date: \_\_\_\_\_ 3. Time: \_\_\_\_\_ to \_\_\_\_\_ 4. No. of pax: \_\_\_\_\_

5. Hall rental: A. Half Day RM 200  
☐ 9am to 2pm or 12pm to 6pm

B. Full Day RM 300  
☐ 9am to 6pm

6. Hall Rental Deposit: ☐ Half Day RM 200

☐ Full Day RM 300

7. Cleaning Charges: ☐ Half Day RM 50

☐ Full Day RM 100

8. Audio Equipment charges	Include Audio Equipment: <input type="checkbox"/> Yes	RM 350
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☐ No

*Audio Equipment includes:*

- 1) *Amplifier*
- 2) *Screen Projector*
- 3) *Screen*
- 4) *Microphones*
- 5) *Speakers*
- 6) *Attendant*

Notes:

1. *Music or audio must cease by 12 am (midnight).*
2. *All breakages will be billed to you or deducted from the deposit.*
3. *Keys should be collected from the front office.*

**Signature of Applicant**

Name

Date