

**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 Embassy, 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:                      RM 350  
    Yes

No

*Audio Equipment includes:*

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