



Applicant's Name : _____
 Company Address : _____
 Event / Function Title : _____
 Date of Event : _____ Time of Event : _____
 No of Participants : _____
 Contact No. : _____ Fax No : _____
 Email Address : _____

EVENT AREA & DETAILS

UTM RAZAK SCHOOL OF ENGINEERING AND ADVANCED TECHNOLOGY, UNIVERSITI TEKNOLOGI MALAYSIA,
JALAN SULTAN YAHYA PETRA, 54100, KUALA LUMPUR

Area / Service	GST Excl. (RM)	GST Incl. (RM)	Quantity	Total (RM)
Large Seminar Room - capacity: 64 pax <i>(inclusive of 1 projector, white board, flip chart, white screen)</i>	325.00	344.50		
Small Seminar Room (2 units)– capacity: 32pax <i>(inclusive of 1 projector, white board, flip chart, white screen)</i>	169.00	179.14		
Lecture Room – (5 units) - Capacity : 35/40 pax <i>(inclusive of 1 projector, white board, flip chart, white screen)</i>	260.00	275.60		
Meeting Room - capacity: 12 pax, u-shaped table <i>(inclusive of 1 projector, portable white board, flip chart)</i>	130.00	137.80		
Syndicate Room (8 units) - capacity: 10 pax, Syndicate Room (3 units) - capacity: 18/20 pax, <i>(inclusive of internet, white board, flip chart, oval-shaped table)</i>	104.00 182.00	110.24 192.92		
Computer Lab– capacity : 30/ 40 pax <i>(inclusive of internet, white board, flip chart)</i>	520.00	551.20		
Dining Hall - capacity: 70 pax	104.00	110.24		
Standard Single Room (ALL GUEST)	90.00	95.40		
Superior Single Room (ALL GUEST)	100.00	106.00		
Double Deluxe Room (ALL GUEST)	150.00	159.00		
UTM Student Only: Daily Rate (1-29 days)	Single	80.00	84.80	
	Double	150.00	159.00	
				RM

Equipment Rental	Price	Quantity
LCD Projector	RM 100.00	
Computer/Laptop	RM 30.00	
Extra Flip Chart	RM 10.00	

Rates effective 1st April 2017

* Use of outside Projector is **NOT ALLOWED**
Upon Request

Registration Table

<u>For office use</u>	
Received by	:
Date	:

Note: Staff of UTM Razak School eligible for 30% discount on all room rates except for rental of equipment.