



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

FAKULTI TEKNOLOGI DAN INFORMATIK RAZAK, UNIVERSITI TEKNOLOGI MALAYSIA,  
JALAN SULTAN YAHYA PETRA, 54100, KUALA LUMPUR

Area / Service	RM	Quantity	Total (RM)
<b>Large Seminar Room - capacity: 64pax</b> <i>(inclusive of 1 projector, white board, flip chart, white screen)</i>	<b>325.00</b>		
<b>Small Seminar Room (2 units)– capacity: 32pax</b> <i>(inclusive of 1 projector, white board, flip chart, white screen)</i>	<b>169.00</b>		
<b>Lecture Room – (5 units) - Capacity : 35/40pax</b> <i>(inclusive of 1 projector, white board, flip chart, white screen)</i>	<b>260.00</b>		
<b>Meeting Room - capacity: 12pax, u-shaped table</b> <i>(inclusive of 1 projector, portable white board, flip chart)</i>	<b>130.00</b>		
<b>Syndicate Room (8 units) - capacity: 10pax,</b> <b>Syndicate Room (3 units) - capacity: 18/20pax</b> <i>(inclusive of internet, white board, flip chart)</i>	<b>104.00</b> <b>182.00</b>		
<b>Computer Lab - capacity : 30/ 40pax</b> <b>General/BIA Lab - capacity : 50pax</b> <i>(inclusive of internet, white board, flip chart)</i>	<b>520.00</b> <b>600.00</b>		
<b>Dining Hall - capacity: 70pax</b>	<b>104.00</b>		
<b>Standard Single Room (ALL GUEST)</b>	<b>90.00</b>		
<b>Superior Single Room (ALL GUEST)</b>	<b>100.00</b>		
<b>Double Deluxe Room (ALL GUEST)</b>	<b>150.00</b>		
<b>UTM Student Only:</b> Daily Rate (1-29 days)	<b>Single</b>	<b>80.00</b>	
	<b>Double</b>	<b>150.00</b>	

Equipment Rental	Price	Quantity	Total
<b>LCD Projector</b>	<b>RM 100.00</b>		
<b>Computer/Laptop</b>	<b>RM 30.00</b>		
<b>Extra Flip Chart</b>	<b>RM 10.00</b>		
<b>Screen</b>	<b>RM 50.00</b>		

**Rates effective 1<sup>st</sup> September 2018**

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

☐ Registration Table

Note: Staff of Razak Faculty eligible for 30% discount on all room rates except for rental of equipment. Quotation by request only.

For office use

Received by : \_\_\_\_\_

Date : \_\_\_\_\_