

Booking Reply Slip

Company name / Person-In-Charge (As billed to)	
Company address	S ()

Booking Details

No	Date/ Day	Time	No.of hours	No. of person	Description	Amount Payable
1						
2						
3						
4						

Special request : _____

Person-In-Charge : _____ Contact number : _____

Designation : _____ Fax No : _____

Sign & Company stamp : _____
(read and agreed with the terms & conditions)

Official Reply

Amount Payable : _____ Invoice No : _____

Deposit : _____ Remarks : _____

Total Amount Due : _____ Rental approved by : _____

Terms & Conditions

1. All rental of audio visual equipment must be confirmed no later than 5 working days prior to the utilization of the facilities. The audio visual equipment to be provided is subjected availability.
2. The user should responsible for any installation & deinstallation of required software. The user should be in full accountability for any dispute over licensed system. ERC shall not responsible for any illegal or private on whatsoever installation by the user during the period of renting as stated in the contract.
3. Full payment MUST be made on the first day of training.
4. Any cancellation and postponement of a confirmed booking by the User must be specified in writing no less than 1 [one] week notice.
5. All bookings are non-transferable.
6. ERC reserves the rights to make changes to the rates without any prior notice.
7. The User shall indemnify and keep indemnified ERC in full from and against all losses and damages to the room/equipment and all property caused directly and indirectly by the User, its trainees or trainers. ERC shall bill the user accordingly for any repair and rectification cost.
8. ERC shall under no circumstances be liable to make good or accept responsibility or liability arising in respect of any damages or theft or loss of any property, goods, articles or things deposited in the rooms by the User or any other person in one way or another connected to the User.
9. The User should not use ERC's Name in any way either directly or indirectly in its advertising, promotion or any other activities, other than for the purposes of providing the address of ERC.
10. White boards, equipment, furniture and such like articles should be properly handled and the User shall be liable for any damages to the floors or other part of the facilities.
11. ERC will not be hold liable for any damages or injuries inflicted on the users and/or the guests of the users during the use of ERC training rooms.
12. Classrooms should be restored to its original condition/arrangement upon completion of rental.
13. The User is to note that smoking is not permitted anyway within ERC's premises.
14. No consumption of food and drink is allowed inside the training facilities.