

The logo for Safetyware, featuring the word "Safetyware" in a blue, sans-serif font with a white underline.

TRAINING & CONSULTANCY
DIVISION
Making Safety Happen

RENTAL OF TRAINING ROOM

The logo for Safetyware Academy, consisting of a stylized bar chart with five vertical bars of increasing height from left to right.

**SAFETYWARE
ACADEMY**

www.ehs.safetyware.com.my
ehs@safetyware.com.my

TRAINING ROOM PACKAGE

Training Room Full Package A

Hour		Rate
1	1 Hour	RM 70
2	Morning Session (9a.m - 1p.m) 4 hour	RM 250
3	Afternoon Session (1p.m - 5p.m) 4 hour	RM 250
4	8 Hr (9a.m - 5a.m)	RM 500

(This package is complement with one projector, LCD projector & PA system , mic, pointer only.)

Training Room Full Package B *(without add-ons any)*

Hour		Rate	
1	Training Room	1 Hour Session	RM 40
		Morning Session (9a.m - 1p.m) 4 hour	RM 150
		Afternoon Session (1p.m - 5p.m) 4 hour	RM 150
		Full Day (9a.m - 5a.m) 8 hour	RM 300
Add-ons			
2	Projector	1 Hour	RM 35
		Subsequent hour	RM 20
		8 hour (9 a.m - 5 p.m)	RM 200
3	PA System	1 Hour	RM 30
		Subsequent hour	RM 25
		8 hour (9 a.m - 5 p.m)	RM 180

(This package is complement with LCD projector only)

Meal Package

Hour		Rate	
1	Package A	1 Lunch & 2 Coffee Break	RM 25 / pax
2	Package B	1 Lunch & Coffee Break	RM 22 / pax
3	Package C	1 Tea Break	RM 5 / pax
	Extras : Drinking Water & Snacks/Mints <i>(can be arrange)</i>		RM 1/ pax

(This package is complement with the use of the cafeteria area.)

Dimension of training room : 2000 sq ft
Participants : Max 200 pax

TERM & CONDITIONS FOR RENTAL OF TRAINING ROOM

1. Method of Payment

- * All payment must be made before the end of the rental period.
- * An official receipt will be issued upon receipt of payments.

Cheque

- * Please make the cheque payable to **SAFETYWARE EHS CONSULTANCY SDN BHD.**

Direct Bank in

- * Payment in other currencies shall be at prevailing official exchange rates and to be received in the form of Bank Draft in full details as per the following:

Account Name : SAFETYWARE EHS CONSULTANCY SDN BHD.

Account No : Public Bank , 3176663230

2. Booking

- * Booking of training room must be done 7 days in advance.
- * Booking can be made by call in, email or writing to Safetyware EHS Consultancy.
- * Safetyware EHS Consultancy reserve the right to accept or reject the booking request.

3. Cancellation

- * Any cancellation must be notified to Safetyware EHS Consultancy in writing.
- * Cancellation Charges: More than 30 days before event – No charge.
- * 30 to 7 days before event – 10%
- * Less than 7 days before event – 30%

4. Deposit and Conditions

- * A deposit of RM100 need to be pay before the event start.
- * A sum equal to the value of all items, tools and accessories lost or stolen from the Training Room during the rental term

5. Non-smoking Training Room

- * Please be informed that under Malaysian Tobacco Act 97 the Government has included function room (dewan orang ramai) space as a non-smoking area same as at Safetyware EHS Consultancy Training Room. Penang are designated as non-smoking areas.

6. Advertisement

- * Should there be any external advertisement involving the Safetyware EHS Consultancy name to be featured, it should be advertised as "SAFETYWARE EHS CONSULTANCY".



KEMENTERIAN KEWANGAN MALAYSIA

Safetyware
SAFETYWARE GROUP
Responsibility & Care
A member of safetyware group

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