



MALAYSIAN SOCIETY FOR QUALITY IN HEALTH (MSQH)

B. 6 – 1, Level 6, Menara Wisma Sejarah, 230, Jalan Tun Razak, 50400 Kuala Lumpur

Tel : 03 – 2681 2232 Faks : 03 - 2681 3199

E-mail : msqh@msqh.com.my Web: www.msqh.com.my

MSQH Facility Booking Form*

Facility (please tick where applicable)	MSQH Training Room <input type="checkbox"/>	MSQH Conference Room <input type="checkbox"/>
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Purpose of renting				
Date			Total Days	
Time	from		to	Capacity

Organization Details			
Name			
Company			
Address			
Contact Person	Tel :	Mobile :	Faks :
	E-mail :	Web :	

Complimentary Facilities (based on selected package)		Chargeable Facilities (additional)	
<input type="checkbox"/> White Screen - 1	<input type="checkbox"/> Executive chair – 12 units	<input type="checkbox"/> Cordless microphone	<input type="checkbox"/> Photocopy (black & white)
<input type="checkbox"/> PC (without printer) - 1	<input type="checkbox"/> Laptop (without printer)- 1	<input type="checkbox"/> Projector (portable)	<input type="checkbox"/> Photocopy (color)
<input type="checkbox"/> Built in projector - 1	<input type="checkbox"/> Banquet chair - 2	<input type="checkbox"/> White Screen (portable)	<input type="checkbox"/> Facsimile
<input type="checkbox"/> Cordless microphone - 1	<input type="checkbox"/> Executive Oval Table – 1	<input type="checkbox"/> Banquet chairunit	<input type="checkbox"/> A4 Paper 80gm, white
<input type="checkbox"/> Flip chart – 1	<input type="checkbox"/> Secretariat room	<input type="checkbox"/> 21" Television	<input type="checkbox"/> Flip chart paper
<input type="checkbox"/> White Board & markers	<input type="checkbox"/>	<input type="checkbox"/> Banquet table	<input type="checkbox"/> Cleaner service
<input type="checkbox"/> Banquet table - 1	<input type="checkbox"/>	<input type="checkbox"/> DVD Player	<input type="checkbox"/> Internet Access
<input type="checkbox"/> Refreshment area - 1	<input type="checkbox"/>	<input type="checkbox"/> Printer	<input type="checkbox"/> Telephone Access
<input type="checkbox"/> RO Water dispenser - 1	<input type="checkbox"/>	<input type="checkbox"/> Rostrum	<input type="checkbox"/>

Terms & Conditions

We,.....hereby has read, understood, consent to and agree to abide by the rental terms and conditions by MSQH. MSQH reserves the right to make changes should the need arise.

Representative Signature	I/C No.	
Name	Date	

For office use				
Rental Rate (RM)		Rental Package	Allow /Disallow	Date Received
Payment Method	RM	Cheque No. / LPO	Comments	
Security Deposit (50%)	_____	_____		
Balance	_____	_____		
TOTAL	_____	_____		

Staff on duty		
Name	Duty	Date

Payment to be attach upon confirmation of booking :

MSQH Training Room – Security Deposit (50%) + Rental (50%)

MSQH Conference Room – Security Deposit (50%) + Rental (50%)

Remaining balance of payment (50%) shall be made **three (3) days** before the date of event.

* **NOTE: Please refer to MSQH rental guidelines and agree before making any booking.**