



GENERAL CONFERENCE METHODIST WOMEN  
35, Jalan Embun, Kg. Kuala Ampang, Hulu Kelang  
68000 Ampang, Selangor  
Email : gcmwmalaysia@gmail.com  
H/P : 012--516 8343

## METHODIST WOMEN CENTRE (MWC) RESERVATION FORM

Facilities	Half Day Rate (< 4 Hours)		Full Day Rate (<8 hours)	
	Church	Others	Church	Others
<input type="checkbox"/> Multi-Purpose Hall / Chapel	<input type="checkbox"/> RM500	<input type="checkbox"/> RM800	<input type="checkbox"/> RM800	<input type="checkbox"/> RM1,200
<input type="checkbox"/> Function Room	<input type="checkbox"/> RM200	<input type="checkbox"/> RM250	<input type="checkbox"/> RM300	<input type="checkbox"/> RM400
<input type="checkbox"/> Conference Suite (1st Floor)	<input type="checkbox"/> RM300	<input type="checkbox"/> RM500	<input type="checkbox"/> RM500	<input type="checkbox"/> RM800
Deposit	RM500	RM500	RM500	RM500
Cleaning Fee	RM100	RM100	RM100	RM100

Accommodation	Rate per Night		No of Rooms	
	Church	Others		
<input type="checkbox"/> Twin Sharing Room	<input type="checkbox"/> RM80	<input type="checkbox"/> RM100		

## EVENT INFORMATION

Event Name / Type					
Date / Time Start			Facility Access		
Date / Time End			Setup		
Expected total attendance			Tear Down / Exit		
Any Catering	<input type="checkbox"/> Yes <input type="checkbox"/> No	Tech Support	<input type="checkbox"/> Yes <input type="checkbox"/> No		

The person/organization requesting the use of MWC facilities hereby absolves the General Conference Methodist Women and her members, or people, the Methodist Church in Malaysia of any liability for personal injury to any individual resulting from the use of the facilities and agrees to be responsible for any property damage that results during the use of the facilities. Please report any damage to the Centre Administrator immediately.

☐ I have read and agree to these terms and conditions.

Authorised Signature	_____	Date	_____
Full Name	_____	Contact No.	_____
Organisation	_____		

Payment to be made as follows

Payable to : **The Methodist Church in Malaysia**

Bank : **RHB : 214389-000-456-51**

To Notify : Ms Esther Ching at H/P : 012-2781038

Email : esther@vibracon.com.my

## TERMS & CONDITIONS

1. The minimum booking period for the facility shall be for four (4) hours, which shall include setup time and breakdown time. Additional time is incremented in one (1) hour blocks (*for example, if your use of the facility runs 15 minutes or more over the last hour of your reservation, then this will be considered an additional hour of facility use*).
2. A deposit will be required upon confirmation (to be paid within 14 days upon confirmation). All or part of the deposit may be withheld in case of damage or misuse of facilities. If damage costs are higher than the deposit – the applicant will be responsible for the additional damage costs.
3. Reservation can only be confirmed upon receipt of deposit.

### 4. DEPOSITS, CANCELLATION & REFUNDS

- a. **Within fourteen (14) days of booking submission, you are required to pay at least 50% of non-refundable deposit ("50% Deposit") of the total amount of the booking ("Total Booking Amount"), to the Premises Owner; failing which the booking submission will be cancelled.**
- b. **You shall pay the balance 50% of the Total Booking Amount at least fourteen (14) days prior to the event date, failing which the 50% deposit shall be forfeited and the booking submission will deem cancelled.**

### 5. PROHIBITIONS

- a. No party shall use this facility for any illegal purpose whatsoever. Additionally, alcoholic beverages, smoking and possession of firearms, are strictly prohibited in and around the facility, NO EXCEPTIONS. Tobacco, alcohol and gambling and other vices are not permitted on the premises. This includes all event participants, guests, caterers, photographers, florists, or other individuals.
- b. Candles are permitted only if proper care is taken to make sure no wax falls on the floor or other surfaces. Tea-lights and smaller candles may be used only if contained under glass so that the flames do not exceed the top of the container. When using candelabras, drip catchers MUST be used on each candle.
- c. No tacks, staples or other fasteners are to used on any furniture, fixtures or other surfaces in the facility. However sticky tack and/or masking tape may be discreetly used for hanging decorations on walls, but MUST be removed immediately after your event.
- d. No pets or animals are allowed except those aiding persons with disabilities.
- e. All rooms and other areas of the Centre not specified in the booking agreement are off limits
- f. Absolutely no eating or drinking will be permitted inside the Multi-purpose Hall.

- g. MWC banners / posters etc that are affixed on the walls are not to be removed.
- h. All decorations, flowers, rental equipment, or other items brought into the facility for the event must be removed following the event.
- i. Only authorized personnel are permitted to use the sound equipment needed during an approved event. No other persons are permitted to access or use the sound equipment for any reason whatsoever.