



TRAINING ROOM RESERVATION FORM

Client Information

Company Name	
Contact Person	
Billing Address	
Telephone Number	
Email Address	
Name of Event	

Event Information

Date of Event	
Total Number of Days	
Start Time	
End Time	
Expected Number of Participants	
Seating Requirement	<input type="checkbox"/> Theatre <input type="checkbox"/> Classroom <input type="checkbox"/> Others

Please make cheque payable to:

Industrial & Services Co-operative Society Ltd (ISCOS)

FOR ISCOS USE ONLY

Approved by: _____

Date: _____

Amount of Rental: _____



Booking Terms & Conditions

Provisional bookings. Reservations shall be made in writing together with a completed Reservation Form to ISCOS office.

Confirmed bookings. Bookings are considered provisional until confirmed in writing together with the approved Reservation Form.

Rental Fees. Full day rental fees shall apply to 8 hour block and half day rental fees to 4 hour block.

GST. Rental fees are inclusive of 7% GST.

Payment. Full payment shall be made upon issuance of Invoice or at least 10 days prior to the reservation to guarantee booking.

Cancellation. Cancellation of booking shall be made in writing 10 days before the event otherwise a 10% cancellation fee from the rental rate shall apply.