

## VENUE BOOKING FORM

Thank you for your interest in having ABS as your venue of choice. To make a booking, please fill in this form and email it to:

[training@asianbankingschool.com](mailto:training@asianbankingschool.com) / [helena@asianbankingschool.com](mailto:helena@asianbankingschool.com)

We will attend to your request as soon as possible.

ASIAN  
BANKING  
SCHOOL

Company Name				
Company Address		Company Phone		
		Mobile Phone		
Contact Person		Email		
Name of Event		Number of Participants		
Date of Event	Start Time:	Do you require a registration table?	YES	NO
	End Time:	Do you require staff to set up the event for you?	YES	NO
<b>TYPE OF ROOM</b> <input type="checkbox"/> Standard Meeting Room 150 sq. ft. (6 pax) <input type="checkbox"/> Standard Training Room 730 sq. ft. (20 pax) <input type="checkbox"/> Standard Convention 2920 sq. ft. (80 pax) <input type="checkbox"/> Large Meeting Room 320 sq. ft. (12 pax) <input type="checkbox"/> Double Training Room 1460 sq. ft. (40 pax) <input type="checkbox"/> Large Convention 3650 sq. ft. (100 pax) <input type="checkbox"/> Boardroom 730 sq. ft. (20 pax) <input type="checkbox"/> Triple Training Room 2190 sq. ft. (60 pax)				
<b>SEATING STYLE</b> <input type="checkbox"/> Meeting <input type="checkbox"/> Theatre <input type="checkbox"/> Hollow Square <input type="checkbox"/> Boardroom <input type="checkbox"/> Classroom <input type="checkbox"/> Herringbone <input type="checkbox"/> Cabaret <input type="checkbox"/> U-Shape				
<b>EQUIPMENT NEEDED</b>				
<input type="checkbox"/> Projector + Screen	<input type="checkbox"/> Tables	<i>Others come with a cost</i>		
<input type="checkbox"/> Sound System	<input type="checkbox"/> Chairs	<input type="checkbox"/>	_____	
<input type="checkbox"/> Microphone	<input type="checkbox"/> Flip Chart	<input type="checkbox"/>	_____	
<b>Booking Confirmed by:</b>  <hr/>				
Name		Signature		Date

### FOR OFFICE USE

<b>ABS</b> Attended by: Date: Remarks:	<b>FINANCE</b> Invoice issued by: Date: Remarks:	<b>CEO APPROVAL</b> (if necessary)
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