

Description	Duration	Room Rental Per Day	
		Training Room (RM)	Training Room Saturday Sunday (RM)
Training Room – Medium (ALC Training Room 1 & 3) (Capacity: 15-20 pax) Rentals inclusive of : - White Board - LCD Screen - Flipchart Board -Drinking Water	Full Day 9.00 a.m. – 5.00 p.m.	400	550
	Half Day (4 Hours) 9.00 a.m. – 1.00 p.m. or 2.00 p.m. – 6.00 p.m.	300	450
	Night (4 Hours) 7.00 p.m. – 11.00 p.m.	300	Not Available
Training Room – Small (ALC Training Room 2 & 4) (Capacity: 10pax) Rentals inclusive of : - White Board - Screen - Flipchart -Drinking Water	Full Day 9.00 a.m. – 5.00 p.m.	300	350
	Half Day 9.00 a.m. – 1.00 p.m. or 2.00 p.m. – 5.00 p.m.	200	250
	Night (4 Hours) 7.00 p.m. – 11.00 p.m.	200	Not Available
Seminar Room – ALC Seminar Room (Capacity: 50pax) Rentals inclusive of : - White Board - Screen - Flipchart -Drinking Water	Full Day 9.00 a.m. – 5.00 p.m.	500	600
	Half Day 9.00 a.m. – 1.00 p.m. or 2.00 p.m. – 5.00 p.m.	300	450
	Night (4 Hours) 7.00 p.m. – 11.00 p.m.	300	Not Available
Meeting Room – ALC Meeting Room 1 & 2, ALC Board Room (Capacity: 10 - 15pax) Rentals inclusive of : - White Board - Screen - Flipchart -Drinking Water	Full Day 9.00 a.m. – 5.00 p.m.	350	450
	Half Day 9.00 a.m. – 1.00 p.m. or 2.00 p.m. – 5.00 p.m.	250	350
	Night (4 Hours) 7.00 p.m. – 11.00 p.m.	250	Not Available
Meals	Full Day (RM/pax)	Half Day (RM/pax)	Per Hour (RM/pax)
	50	35	10
LCD Projector	Full Day (RM)	Half Day (RM)	Per Hour (RM)
	300	150	50

Terms and Conditions

1. Reservation of training room should be made at least three (3) weeks in advance.
2. 50% deposit is required upon confirmation.
3. Deposit will not be refundable if cancellation is made within 14 working days prior to the event date.
4. Full payment to be made on the day of the event.

Please make cheque payable to ATCEN Sdn Bhd.
For further assistance and reservation, kindly contact **Norharyati** at **03-7728 2623**.

* **Internet Facilities – upon request and on separate charges**