

The LimeTree Hotel Events Booking Form

For Office Use Only

Area Booked	_____	Booking Ref No	EB
Date Confirmed	_____	Invoice No	_____
Confirmed By	_____	Assigned To	_____

Client Information

(Please complete all sections)

Organisation/Department: _____ Client Category: Internal
 Name of Organiser: _____ External
 Job Title: _____
 Address: _____ Tel: _____ Fax: _____
 Mobile: _____
 Email: _____
 Name of Facilitator on the day: _____
 Invoice Address (if different from above): _____

Event Information

(Please complete all sections)

Title of event: _____
 Day of event: Mon Tues Wed Thurs Fri Sat Sun
 Date of event: _____
 Event start time: _____
 Event finish time: _____
 No. of participants: _____

Area to Book	Size of Area	Rental Fee (RM)	Layout Required	Times: From – To
LimeLight Function Room	1,050 sf			
LimeLight Outdoor Area	990 sf			
LimeLight Bar Area	550 sf			
LimeLight VIP Room	320 sf			
Café Sublime	700 sf			

Other requirements

Food catering

Will you require food catering for this event? Yes No
 If yes, please indicate caterer Hotel External
 Please give details of external caterers
 Company Name _____ Contact number _____

If you wish to order catering at The LimeTree Hotel, please state your requirements

Terms and Conditions (For External and Commercial bookings only)

- In order to secure a booking, a 50% deposit is required at least one month prior to the event. All deposits paid are non-refundable and non-transferable.
- All final payments must be payable to The LimeTree Hotel Sdn Bhd. and must be received within the day of event.
- Any final and minor re-arrangements for the booked venue must be received latest by 24 hours prior to the event and are subject to management's discretion and approval

AGREED BY:

Name: _____ ID No.: _____
 Date: _____ Company Stamp
 (if applicable):