



Date : _____

ROYAL KLANG CLUB BOOKING FORM

Name of Member: _____ Membership No: _____

Contact No: _____ Email: _____

Details of venue. Please complete all details.

Venue: _____ Date: _____ Day: _____

Time: _____ Finish at: _____ No. of Pax: _____

Please describe your meeting / event : _____

Food & Beverage requirements for meeting:

Breakfast Lunch Tea Time Dinner

Food & Beverage requirements for function:

Set Meal Buffet Hidang Others

MEETING ROOM RENTAL

Captain's Cabin

Rental: RM300 (Monday - Sunday) First 5 hours; any subsequent hours @ RM60/hour

Seating capacity:

Meeting Room Style - 24 pax Theater Style - 35 pax Classroom Style - 24 pax

Crow's Nest

Rental: RM150 (Monday - Sunday) First 5 hours; any subsequent hours @ RM30/hour

Seating capacity: Meeting Room Style - 12 pax

FUNCTION HALL RENTAL

Smugglers' Inn

Rental: RM800 (Monday - Thursday) First 5 hours

RM1,200 (Friday - Sunday) First 5 hours

Extension hours to be charged RM300/hour

Additional charges of RM300 if members having a live band or music machine

Seating capacity: 100 pax

Sports Tavern

Rental: RM500 (Monday - Sunday) First 5 hours

Extension hours to be charged RM100/hour

Additional charges of RM300 if members having a live band or music machine

Seating capacity: 60 pax

(All charges are subject to Government Tax)

Terms and Conditions

1. Booking is strictly for Royal Klang Club members only.
2. A deposit of RM500 is required upon confirmation of booking and the balance shall be settled immediately the following day after the said function.
3. All arrangements must be finalised seven (7) days prior to the date of function.
4. Cancellation will be accepted one month prior to the date of function.
5. No outside food allowed into the Club premises.
6. No corkage.
7. Members are not permitted to nail or have any structure that may damage the wood paneling or flooring.
8. All decorations are to be removed at the end of the function, failure of which a charge will be levied to the member for cleaning purposes.

9. Host Members shall be responsible for their guests / attendees of the function throughout their presence in the Club premises.
10. Guests are not allowed to gather at the lobby area and to enter other outlets of the Club or make use of the facilities other than the booked outlet.
11. Guests are allowed to park their vehicles at places designated for non-members or at the stadium, subject to prior approval from the management.

I accept full responsibility for the conduct of those attending the meeting/function and agree to pay for any repairs or cleaning required as result of the function. I have read the terms and conditions and fully understand, accept and undertake to ensure that they are observed.

Proposed Food Menu:

Signature of Member: _____ Date: _____

FOR OFFICE USE

Received by Admin Exective: _____ Date: _____

Verified by General Manager: _____ Date: _____

Approved by President: _____ Date: _____

Deposit Payment made on: _____