



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

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

An additional charges of RM200 applies for members who wish to use the LED Screen

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 Manager: _____ Date: _____

Verified by General Manager: _____ Date: _____

Approved by President: _____ Date: _____

Deposit Payment made on: _____

