



INSTITUT KIMIA MALAYSIA

MALAYSIAN INSTITUTE OF CHEMISTRY

(Inaugurated on 8 April 1967, incorporated under Chemists Act 1975 on 1 November 1977)

127B, JALAN AMINUDDIN BAKI, TAMAN TUN DR ISMAIL, 60000 KUALA LUMPUR

TEL: 603-7728 3272 FAX: 603-7728 9909

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WORKSHOP VENUE RENTAL APPLICATION FORM

Full name of organizer: _____

Name of business: _____

Address:

Phone number: _____

Email address: _____

Name of event: _____

Date and time of event: _____

Description of event: _____

Website URL of event: _____

Expected number of guests at event: _____

VENUE RENTAL RATES

RM

Monday to Friday **500.00 / day**

Saturday & Sunday **650.00 / day**

Maximum seating capacity = 25 person (classroom)

Rental fee is inclusive of:

- a) Assistance from 1 IKM staff
- b) LCD projector
- c) Microphone & sound system
- d) White board and markers

The rental fee is exclusive of food and refreshment.

If food and refreshment is required, IKM will assist to source for caterer.

Payment must be made in advance for confirmation of venue.

Please submit the form to:

Executive Director

127B Jalan Aminuddin Baki

Taman Tun Dr Ismail

60000 Kuala Lumpur, Malaysia

Email: ikmhq@ikm.org.my

Tel: +603-77283272 / +603-77283858

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