

LEARN ACADEMY –Form Penyewaan

Data Penyewa

Nama Perusahaan / Komunitas : _____

Alamat : _____

No. Telephone : _____

Email / Website : _____

Penanggung Jawab : _____

Jabatan : _____

No.Telephone : _____

Handphone : _____

Email : _____

Data Ruangan

Hari / Tanggal : _____ s/d _____

Waktu : _____ s/d _____

Nama Acara : _____

Jumlah Peserta : _____

Ruangan yang di gunakan :

Meet Space Class Room Workshop Seminar

Detail Fasilitas Ruangan :

	Paket A	Paket B	Paket C	Paket D
	Meet Space	Class Room	Workshop	Seminar
Luas Ruangan	30 m 2	30 m2	65 M2	65 m2
Kapasitas	18 Person	18 Person	50 Person	50 Person
Jumlah Kursi	12	18	30	46
Flipchart & Markers	Include	Include	Include	Include
Screen for Projector	None	Include	Include	Include
Projector	None	None	Include	Include
Sound System + 2 Mic	None	None	None	Include
Full AC	Include	Include	Include	Include

Mineral Water	Include	Include	Include	Include
Speaker for Laptop	Include	Include	Include	Include
AC	1 PK	1 PK	3 PK	3 PK
Air Cooler / Add Fan	None	None	None	Include

Fasilitas Tambahan yang di inginkan :

Jakarta, _____

Penyewa

(_____)

Note:

1. Pada saat mengembalikan formulir sewa ruangan, mohon dilampirkan bukti pembayaran DP 50% (Maksimal H-21 sebelum tanggal penyewaan)
2. Pelunasan dilakukan 7 hari sebelum tanggal tercantum diatas.
3. Apabila terjadi pembatalan dari pihak penyewa, 14 hari sebelum tanggal tercantum, maka DP 25% yang sudah dibayarkan dianggap hangus, pembatalan H-7 Maka DP 50% Hangus