



## VENUE HIRE REQUEST FORM

Name/Company/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Person in Charge: \_\_\_\_\_

Designation: \_\_\_\_\_ Phone/Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

We are interested in:  Heritage Centre  Rumah Penghulu Abu Seman

### Information Details

Name of event: \_\_\_\_\_

Date(s) of venue hire: \_\_\_\_\_ Duration: \_\_\_\_\_

Type of venue hire: Private  Business/Commercial

Purpose of venue hire: Meeting  Talk/Seminar  Party/Event

Photo shoot  Video shoot  Other, please specify: \_\_\_\_\_

Number of persons attending/to be present on site: \_\_\_\_\_

### Please tell us more about the purpose for venue hire:

*(For Meeting/Talk/Seminar/Event)*

Topic/Event Name: \_\_\_\_\_

*(For Photo/Video Shoot)*

Social Media Campaign (kindly state your social media account's name)

Facebook: \_\_\_\_\_ Instagram: \_\_\_\_\_

Website Url: \_\_\_\_\_

Advertisement  Other, please specify: \_\_\_\_\_

Brief description of activities at venue hire:

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Please return the completed form to Badan Warisan Malaysia at No 2 Jalan Stonor, Kuala Lumpur, or email to [heritage@badanwarisan.org.my](mailto:heritage@badanwarisan.org.my). Thank you.