



APPLICATION FORM  
EJIP CENTER FUNCTION

code : B

Applicant Name : \_\_\_\_\_

Company : \_\_\_\_\_

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

Phone/Fax : \_\_\_\_\_

Date : 1. .... Time : ..... until .....

2. .... Time : ..... until .....

Function : .....

Guest : .....

Room Order : (.....) Conference Room 1

(.....)Rp 2.800.000 (Max 8 hrs) (.....)Rp 3.200.000 (Weekend)

(.....) Conference Room 2

(.....)Rp 1.500.000 (Max 8 hrs) (.....)Rp 2.000.000 (Weekend)

(.....) Conference Room 1 & 2

(.....)Rp 3.000.000 (Max 8 hrs) (.....)Rp 3.500.000 (Weekend)

(.....) others, Rp. ....

Other Service : (.....) LCD Projector Rp. 300.000,-/day (.....) Keyboard Set, Rp. 1.000.000 ,-/hari

(.....) Coffee Break, Rp. 10.000,-/pax (Coffe and Tea) (.....) Sofa Set, Rp. 50.000 ,-/set

(.....) Add Chitos Chair, Rp. 7.500,-/pcs ( ..... pcs) (.....) Stage Rp. 25.000,-/unit

(.....) Add Futura Chair, Rp. 9.000,-/pcs (..... pcs)

Room Layout : ( ..... ) U Shape ( ..... ) Class ( ..... ) Theater

Room I : 60 Persons Room I : 100 Persons

Room II : 26 Persons Room II : 50 Persons

Room I&II : 90 Persons Room I&II : 220 Persons

Facilities : 1. Folding chair

2. Meja & kursi untuk pembicara

3. Sound system (2 wireless mike)

4. LCD Screen

5. Flip Chart + kertas

6. White board

## STATEMENT LETTER FOR ROOM UTILIZATION

Mssr.

PT. East Jakarta Industrial Park  
EJIP Industrial Park  
Jl. Cisokan 1 Plot 3A  
Cikarang Selatan – Bekasi 17550

Subject : Statement Letter for Room utilization

Dear Sir,

Herewith we, \_\_\_\_\_ propose to utilize EJIP Center Meeting Room ("Room") including the facilities ("facilities") for the purpose \_\_\_\_\_ with the details as per submission form.

Referring to the room utilization mentioned, hence User declares and guarantee as follows:

- User will use the room according to the purpose mentioned in application form submitted and shall comply with rule and regulation which applicable in Republic Indonesia.
- User shall have permits as necessary for running the occasion, including but not limited to mass license (if necessary).
- User shall pay the charge of room utilization on the date decided by PT. EJIP including tax (PPn) with no deduction.
- User shall keeping and maintaining the room in good condition both during the occasion, and to handed over the room including the facilities in good condition as existing after concluded the room utilization.
- In case damage/s on room and/or facilities provided, at the first request from PT. EJIP, user shall pay compensation as PT. EJIP determined.

This proposal is made and sign by User as representative which is authorized according to applicable regulation.

Bekasi, _____ User;          ( _____ ) Clear name, sign & company stamp	Approval;          ( _____ )      ( _____ ) General Affair Manager
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