



PENANG DIOCESAN PASTORAL INSTITUTE (PDPI)

52L Penang Road, 10000 Penang
 c/o Catholic Pastoral Centre (CPC)
 Tel: 04-2611350 Email: contact@pdpinstitute.org
 Website: <http://www.pdpinstitute.org>



BOOKING FORM

NAME & NRIC No: _____

ADDRESS: _____

EMAIL: _____

CONTACT NO: HSE: _____ MOBILE NO: _____

CHURCH/ORGANISATION & ADDRESS: _____

PURPOSE OF STAY: _____

BOOKING DETAILS:

RATES			
ST JOHN PAUL II (Formation Hall) Capacity: 100 – 110 persons	ST JOHN XXIII (Seminar Room) Capacity: 20 – 25 persons	ST ANTHONY (Facilitator's Room) Two single beds	DORMITORY (10) Capacity: 8 persons to one dormitory Total 80 persons
RM400 per day (9.00am to 5.00pm)	RM100 per day (9.00am to 5.00pm)	RM100 (2 pax) RM60 (1 pax)	RM25 (1 – 4 pax) RM20 (4 – 8 pax)

TICK WHICHEVER APPLICABLE	DATE/TIME IN	DATE/TIME OUT	NO. OF DAYS
ST. JOHN PAUL II (Formation Hall)			
ST. JOHN XXIII (Seminar Room)			
ST. ANTHONY (Facilitator's Room)			
DORMITORY <i>Tick and include number of persons, male and female</i>	M:		
	F:		
	Total:		

P.T.O.

NOTE:

20% Deposit is required within seven (07) days from the time of booking. Full payment must be made within **two weeks** prior to the scheduled usage date/check-in date.

If any deposit or final payment is not received by the due date, PDPI reserves the right to cancel the booking and any monies paid by you in relation to your booking will be forfeited.

All bookings made are subject to the terms and conditions including the house rules of PDPI and the person making the booking will be deemed to have accepted the stipulated Terms and Conditions on behalf of all persons who will be staying in the rooms or using the facilities, under the booking once any payment is made in relation to the booking.

REMARK:

For staying-in of dormitories and facilitator room, the check-in time is 2.00pm while the check-out time is 12 noon.

RESTRICTIONS:

NO excessive noise anywhere in the compound and within the premise. Cooking and barbeques are not permitted on the premises and anywhere in the compound. Respectful silence has to be maintained from 11.00pm onwards up to 7.00am the following day.

No pets inside the dormitories/rooms.

LIMITATIONS OF LIABILITY:

PDPI is responsible to provide the room(s) and facilities as stated in the booking form and according to these Terms and Conditions. We do not accept any liability for failure to provide the services contracted of any of the due to circumstances beyond our control.

PDPI does not guarantee the safety of the guests against any events beyond their control in respect of accidents, death, acts of God, flood, riot and theft or damage of property left in the room or elsewhere within the boundary of CPC during the guest's stay.

I hereby agree to all the above.

NAME: _____

DATE: _____ SIGNATURE: _____

For official use only		
TOTAL COST		
DEPOSIT PAID	DATE	RECEIPT NO.
BALANCE PAID	DATE	RECEIPT NO.