



# Hatch Info Pack

## Prices

	<b>Basic</b>	<b>Premium</b>	<b>Short Rent/Meetings</b>
Full day (8hrs)	RM 400	RM 430	RM30/ hr (until 30 Sept) Max 2 hour bookings per day
Half day (4hrs)	RM 200	RM 220	
Evening (6-10pm)	RM 220	RM 240	Not available yet
Availability	Please ask	Please ask	Everyday ex Pub Hol 8am – 6pm only
Additional hours & Hourly rate (for Meetings)	<ul style="list-style-type: none"> <li>• RM50/ hr (before 6pm)</li> <li>• RM60/hr (after 6pm).</li> <li>• RM70/hr (after 10pm)</li> </ul>	<ul style="list-style-type: none"> <li>• RM55/ hr (before 6pm)</li> <li>• RM65/hr (after 6pm).</li> <li>• RM75/hr (after 10pm)</li> </ul>	Note: Short rents are only available 14 days prior to the actual rental date.
Package	Price includes: <ul style="list-style-type: none"> <li>• Projector</li> <li>• Whiteboard</li> <li>• Air-con</li> <li>• Tables and chairs</li> <li>• Self-service tea and coffee</li> </ul> Additional charges (per rent) for: <ul style="list-style-type: none"> <li>• High Bar Stool – RM15 per chair</li> <li>• Flip Chart – RM10</li> </ul>	Price includes: <ul style="list-style-type: none"> <li>• Projector</li> <li>• Whiteboard</li> <li>• Air-con</li> <li>• Tables and chairs</li> <li>• Self-service tea and coffee</li> <li>• 2 High Bar Stool</li> <li>• Flip Chart /Mini Whiteboard</li> </ul>	Price includes: <ul style="list-style-type: none"> <li>• Projector</li> <li>• Whiteboard</li> <li>• Air-con</li> <li>• Tables and chairs</li> <li>• Self-service tea and coffee</li> <li>• 2 High Bar Stool</li> <li>• Flip Chart / Mini Whiteboard</li> </ul>



## Pictures/Photos

You can find photos and get ideas of how to use the venue (<http://sixhatch.com/gallery/>) or from our FB page (<https://www.facebook.com/sixhatch>)

## Setting Up

### **Table Layout and Arrangement**

Please let us know how you want the tables and chairs to be arranged 2 days (excluding weekends) before the event.

In case you want to set up the venue yourself, you have 45 minutes prior to the event – either on the same day or the day prior to the event. Please let us know and we can arrange a suitable time for you to arrive earlier.

### **Size & Capacity**

The venue is about 22 ft x 20 ft. It is great for business previews, training, meetings and product launches.

The maximum seating capacity is 38 pax (including trainers) – theater style.

For training, the room fits about 20-24 pax (excluding trainer). Maximum capacity is pending on layout of your choice.



## Catering

### Caterers

Yes, you can eat at our venue. So, feel free to bring in your own caterers. However if you need caterers, please let us know.

In the event that you want to leave the place for fresh air, there are plenty of eateries within proximity of our place. Please ask.

## Cleanliness

### General rules

- No shoes – we have a no shoe policy. Bring comfy socks if you need to but we want you to feel at home while being professional about it.
- No smoking
- Leave the place as if you just entered.

### Cleaning Fee

Please note that if you are eating in the venue, we require a RM50 for cleaning fee.

Just to be clear, we are not in any way intending to generate income from this. However, with some bad experiences, we want to ensure that the next client would enjoy the venue too.

Thank you for your understanding.

### Toilets

Everyone loves a clean toilet so please use the toilets assuming someone else would be using it too. General rules include

- No squatting
- No dodgy business

Ok, these are extreme examples but I think you get it 😊



## Address/Travel

Unit A211, 2nd Floor, Lobby 3, Block A,  
Damansara Intan E-Business Park,  
1, Jln SS 20/27, 47400  
Petaling Jaya, Selangor, Malaysia.

Google Directions: <https://goo.gl/KQuHYF>  
Waze: <https://waze.to/lr/hw283b9g6k>

### **Parking Directions:**

Best park your car in Tropicana City Mall on Level B2 near pillar G34. From the exit, walk across to road and go to the left side of the building (the side facing Sprint highway). You will walk pass Prudential office and Banana restaurant (on your right). Walk along that row of shops until staircase No 3.

Alternatively, for those arriving after 6pm (or anytime on weekends), you may park in Damansara Intan ground floor at any convenient spots – reserved parking does NOT apply.

If you're travelling by public transport, best take the LRT to Taman Tun Dr Ismail MRT station. It's a 7-10 mins walk from there or you may take a taxi from there.

## Virtual Office

In the event that you are looking for a virtual office, please contact us directly at 012 2958025 (Hanniz) or 012-2872735 (Alwin).

## Social Media

We occasionally take photos of your group for promotional purposes. Please inform us:

- If you want us to promote your event to the public
- If you want us to keep your event private

Lastly, please help promote us by liking us on facebook here - <https://www.facebook.com/sixhatch>



## Payments, Changes & Cancellation Policy

In order to secure the venue, a 50% deposit is required. Once the 50% deposit has been paid:-

- Full payment must be made 2 days (excluding Sat & Sun) prior to the event.
- 1 date change is allowed if the change is made 2 days (excluding Sat & Sun) prior to the event.
- Full refund is allowed only if cancellation is made 7 days (excluding Sat & Sun) prior to the event.
- There's a No-refund and No-change policy if cancellation is made within 2 days (excluding Sat & Sun) prior to the event.

## Current Promo (Valid till 30 Sept 2017)

RM30 / Hr for meeting rooms

- Maximum of 2 hours per booking
- Bookings available 14 days in advance.

Thank you for reading and please let us know how we can further assist you in having a successful event.

Regards,

Hatch Team – This includes Alwin, Hanniz & Ruby

E: [bookings@sixhatch.com](mailto:bookings@sixhatch.com)

W: [www.sixhatch.com](http://www.sixhatch.com)