



**WTF – WERD TRAINING FACILITY**

**CLUB POLICY**



**MAKE A COPY OF THIS POLICY & PASS IT AROUND TO YOUR MANAGEMENT/COLLEAGUES FOR REFERENCE.**

### **Booking Fee :**

**(1)** Once Booking Fee is paid, additional changes won't be refunded should there be any downsizing. It is the customer's responsibility to make sure the participants showed-up in the event/booking.

Example : Customer to book 50 pax and invoiced accordingly where only 40 pax attended the event. There won't be any refund on the 'missing' 10 pax.

**(2)** 20% - Non-Refundable Booking Fee, but the event can be carried forward to a maximum of 60 days from event date, should there be any changes (but not on event day - please read "On Event Day" below) Postponed dates are subject to availability too.

**(3)** Booking Fee = Secure Date & Time Slot. Verbal bookings are not final.

**(4)** Bank-In/Transaction Slip are Proof Of Payment. Please email to [wtf@werdnahol.com](mailto:wtf@werdnahol.com) once Booking Fee is made.

## **On Event Day :**

Raining or Cancellation : Werd Training Facility staffs will wait for the rain to subside before continuing with the event. Should the customer decides to cancel it :

**(i)** One day before event date OR during event date.

**(ii)** When arrived at the field, event haven't started.

**(iii)** Half-Way during the event

The event will still be considered 'as proceeded' and there won't be any refunds made. Reason so as we have rejected other customers (loss of income) and additional staffs/added equipments has to be paid upfront by Werd Training Facility.

***NOTE : Should you proceed with (i), (ii) or (iii) your unused boxes can be forwarded to a date 60 days (from your event date) Subject to field availability. Your Per Pax charges will be forfeited.***

***However, Per Pax charges & Add-On Services still applies on your postponed date.***



## **Add-On Services :**

Requires upfront full payment (together with Booking Fee) with a minimum of 14 working days to secure the additional services. Catering, Medal/Trophy/Banner designs, booking of ambulance/photographers/videographers, are very much dependent on their availability as we only outsource these services.

To design Backdrop Banner/Medals/Trophy template :  
Please provide your company logo in high resolution (.AI format most welcomed)

Note : WTF Logo will be inserted as 'venue' in template.  
Availability of Medals/Trophy : Subject to supplier availability.

Sizes available for trophy :

Size A / 500mm/10.6" Height MYR550.00 each

Size B / 430mm/8.9" Height MYR450.00 each

Size C / 370mm / 7.1" Height MYR350.00 each

Other similar sizes will be used should these quoted trophies are out-of-stock



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Wholly Operated By :  
**Kelab Paintball WTF Dragonz Familia**  
(Club Reg# 8469/2016)  
**WWW.WERDNAHOL.COM**