



Tel : 04-2615669
: 04-2628664
E-mail : secretariat@penangbar.org
Website : www.penangbar.org

No. 4. Green Hall,
1st Floor,
10200 Penang,
Malaysia.

JAWATANKUASA PEGUAM PULAU PINANG PENANG BAR COMMITTEE

YLP 7/23

6 Nov 2023

To Pupils-In-Chambers of the Penang Bar,

Usage of the Penang Bar Auditorium for Long Call Reception

Kindly be informed that the Penang Bar Auditorium is available for booking by Pupils who wish to host a long call reception, after their long call proceedings.

This initiative is in recognition of the significant milestone that the long call represents in the professional journey of a legal practitioner. It is our hope that this facility will provide a conducive space for you to commemorate this momentous occasion with your mentor, colleagues and beloved family and friends.

In light of this, the Young Lawyers & Pupils Subcommittee would like to provide you with guidelines to assist you in making the necessary arrangements:

Booking and Reservation

The booking of the auditorium must be made at least one (1) month in advance of your long call date.

Documents and Charges

Pupils are required to provide the date of their long calls. A cleaning fee of RM30.00 and a refundable deposit of RM50.00 are to be remitted to the Penang Bar Committee. Payment must be made in cash.

Catering / Vendors

Pupils are required to select from the list of vendors approved by the Penang Bar Committee. The charges for catering will vary depending on the chosen menu and vendor. Pupils are advised to email to the Penang Bar Secretariat at secretariat@penangbar.org for the comprehensive menu and other related details.

Usage Duration and Capacity

The auditorium may be utilised for a maximum duration of 2.5 hours and can accommodate up to 40 persons only.

Terms and Conditions:

Users of the auditorium are expected to treat the property with respect, ensure all rubbish is disposed of properly, and maintain a courteous demeanour at all times.

For any inquiries regarding the booking procedures, availability, and any other relevant details, we kindly urge you to direct your communications to the Penang Bar Secretariat.

Audrey Wee Li Ye
Chairman
Young Lawyers & Pupils Subcommittee