

OFFICE FOR COMMUNICATION, ADVOCACY & PROMOTION(OCAP),
 Level 2, Muhamad Abdul-Rauf Building,
 International Islamic University Malaysia,
 Jalan Gombak, P.O Box 10, 50728 Kuala Lumpur
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BOOKING OF ROYAL LOUNGE AND BANQUET

[Please tick (/)]:

- ☐ Royal Lounge, ICC
☐ Royal Banquet, ICC

Applicant's name:

Staff no. / Matric No.:

K/C/D/I/O:

Event:

Time & Date of Event:

VIP/VVIP Guest Name:

Designation of VIP/VVIP:

Contact no.: ext :Hp. no. :

I will bear the cost for lost / damaged / repair of the facilities in the room(s) during my custody and will ensure the condition of the room(s) upon returning is the same as how I received.

Signature:.....

Date :

RECOMMENDATION

The above application for booking of room is recommended.

.....
Signature & Stamp (Head of Department)

RECEIVED BY:

Date Received:

Date:

FOR OFFICE (OCAP) USE ONLY

I hereby **APPROVED / DISAPPROVED** this application.

Recommended by:

Approved by:

.....
Head of Event & Protocol Unit
Gallery and Event Section, OCAP

.....
Director, OCAP

Contact Person :

Br. Azhari ext : 5890

Br. Mohd Zamani ext : 5887

TO : SECURITY ON DUTY (OSeM)

Please open and close the room as per requested.

Thank you.

Room	
Event	
Date	
Time	

Approved by OCAP :

(Stamp Chop)

Guidelines of Application:

1. Application form must be submitted to OCAP at least 5 working days before the event.
2. Capacity of rooms are as follows :

Room	VVIP/VIP	Capacity
Royal Lounge, ICC	Royal Members /Rector and above	12 pax
Royal Banquet, ICC	Royal Members / Rector and above	100 pax

3. All applications should be recommended by Head of Event & Protocol Unit, Gallery and Event Section, OCAP only.
4. Please attach approval letter for student's activity.