



OFFICE FOR COMMUNICATION, ADVOCACY AND PROMOTION
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
Level 2, Kulliyah of Education Building, Jalan Gombak 53100 Kuala Lumpur
Tel: 03-64215883/4157 Fax: 03-64214156 Email: occmserve@iium.edu.my

BOOKING OF VENUE FOR EXTERNAL USER				
Date:				
Name:				NRIC:
Company/Organization:				
Address:				
Office/House Tel. No.:		Mobile No.:	Fax No.:	Email:
EVENT DETAILS				
Programme Name:				
*Please tick (√) in the appropriate box				
Type of Programme* : Wedding () Seminar () Convocation () Gathering () Talk () Others _____				
Event Date	From:		To:	
Event Time	From:		To:	
Rehearsal Date	From:		To:	
Rehearsal Time	From:		To:	
Venue: Please tick (√) in the appropriate box :				
IIUM Cultural Centre, ICC (1000pax - 3000pax) (RM17,500 – RM50,000) per 8 hours				
Banquet Hall ICC (350pax) (RM7,500) per 8 hours				
Foyer ICC (250pax) (RM3,500) per 8 hours				
Royal Banquet Hall (150pax) (RM3,000) per 8 hours				
VIP/VVIP Guests: (Please state the VVIP Guest if any)				
- All prices are inclusive of basic P.A System and banquet equipment only. For additional facilities, please check overleaf information.				
- Additional hours will be charged accordingly.				
DECLARATION				
By signing below, I/We hereby declare that the information given above is true and complete. I/We further confirm that I/We have read the Terms and Condition overleaf and agree to be bound by them. I/We agree to accept responsibility and liability for any failure in adhering to any parts of the terms and conditions and agree to compensate the University for any loss and damage to the University properties.				
_____ (Applicant's Signature and Official Stamp)				
FOR OFFICE USE ONLY:				
APPROVED <input type="checkbox"/>		DISAPPROVED <input type="checkbox"/>		
_____ (Signature and Official Stamp)				

FACILITIES REQUEST

ITEM	PRICE PER UNIT (RM)	QUANTITY	ITEM	PRICE PER UNIT (RM)	QUANTITY
Round Table	25.00		Coffee Table	15.00	
Banquet Chair	6.00		Buffet Table 3' x 6'	12.00	
Arm Rest Chair	7.00		Platform	20.00	
Plastic Chair	2.50		Rostrum	25.00	
Exam Table 2' x 3'	3.00		Side Table	5.00	
Exam Chair	2.00		LCD Projector (Portable)	400.00	
Sofa (1 Seater)	25.00		PA System (Portable)	400.00	
			Total		

ADDITIONAL REQUEST

- 1.
- 2.
- 3.

TERMS AND CONDITIONS

1. External applications must be accompanied with a guarantor's declaration and signature that are liable and responsible for any loss or damage caused to items rented.
2. To pay a deposit amounting **50% of the total rental for confirmation of booking to 'Director of Finance, IIUM'**.
3. **All payments is payable within 7 days before the event and made payable to "EXECUTIVE DIRECTOR OF FINANCE, IIUM" and address to Office for Communication, Advocacy and Promotion.**
4. Facilities must be returned in a good condition. Applicants are liable for any loss or damage caused.
5. To ensure the cleanliness of the venue and its compound at all time.
6. To ensure all the equipments used or rented are returned in a good condition.
7. Banner/bunting that are to be hanged must get prior approval from the Office for Communication, Advocacy and Promotion (OCAP).
8. The APPLICANTS and OCAP shall be responsible for the fastening and securing of all doors and windows of the Demised Premises during business hours and for its security and safety when unattended. The APPLICANTS shall not do or permit to be done or omit to do anything which may compromise the security and/or safety of the Demised Premises in particular and that of the generally.
9. The APPLICANTS shall obtain and maintain at the APPLICANTS's own expenses all licenses, permits, registrations, authorities and approvals for the conduct of the permitted use of the Demised Premises and ensure that all such licenses, permits, consents and authorities are valid for the duration of this fair.
10. The APPLICANTS hereby irrevocably undertakes to ensure that all duty whatsoever shall be paid to the relevant Authorities in respect thereof and to further indemnify the OCAP/University against any actions, proceedings and fines whatsoever which may be brought against the OCAP/University due to any breach or negligence on the part of the APPLICANTS in respect of this Clause.
11. The APPLICANTS shall keep the venue and all equipment in them in a neat and clean condition both in its characteristics and appearance.
12. The APPLICANTS shall not use or allow to be used the lift, escalator areas, lavatories, conveniences and the water, lighting, and airconditioning apparatus and fire sprinkler systems in the Demised Premises or the Center for any purpose other than those for which they were constructed. The APPLICANTS shall not throw or place in any of these sweepings, rubbish or other unsuitable substances.
13. The APPLICANTS shall indemnify the OCAP/University against the cost of repairing any damage resulting to any of those things from any misuse by the APPLICANTS, its servants, agents, employees, licensees or invitees and on demand shall pay that cost to the OCAP/University.
14. Unless expressly permitted the APPLICANTS shall not display any religious altars or other religious items or burn any incense within or outside the Demised Premises.
15. The APPLICANTS shall not install anything which the OCAP/University may think adverse to the OCAP/University even if such installation is part of the APPLICANTS ordinary course of business without prior written approval of the OCAP/University, which approval shall be at the OCAP/University absolute discretion.
16. All works shall conform to the current Health and Safety regulations and Statutory Requirements.
17. To be fully responsible for any actions, proceedings, costs, expenses, claims and requests made by the OCAP in relation to the usage of the said premises.
18. The OCAP will not be responsible for any loss of income or any damages to the equipment of the applicants.
19. Not to make any alteration or addition (structural or otherwise) to the said premises or to the fittings without prior written consent from the University. APPLICANTS is strictly prohibited to transfer, assign, sublet, underlet or part with the possession of the said premises or any part thereof provided such written consent shall be unreasonably withheld.
20. Any damages to the building or properties for the purpose of installation shall be borne by APPLICANTS. All damages or defects occurred from the work shall be made good to the University's satisfaction by APPLICANTS.
21. The OCAP/University has the right to add, modify, or change the terms and conditions stated above from time to time.

The University has the right to revoke this offer if APPLICANTS does not comply with any of the terms and conditions stated above.