



IIUM Endowment Fund
International Islamic University Malaysia
Level 3, Rectory Building, Jalan Gombak, 53100 Kuala Lumpur
Tel : 03-61965313/4133 Fax : 03-61964269 Website : <http://www.iium.edu.my/division/ief>

BOOKING OF VENUE/EQUIPMENTS

Please tick in the appropriate box

Ref No : IIUM/211/9/7/2/DZ

Date :

CUSTOMER'S INFORMATION

Company/Organization/Society/Club :			
Person In Charge Name :		Identity Card Number :	
Address :			
Tel No :	Mobile No :	Fax :	E-Mail:

EVENT DETAILS

Programme Name :
Date of Programme :
Time of Programme :
No of Pax :
VIP/VVIP Guests :

VENUE

1) Dewan Zabedah ()
2) VIP Holding Room ()

EQUIPMENTS IN THE PACKAGE

Item in Dewan Zabedah	Unit	Unit requested
1) PA System	1 unit	
2) Microphone	4 units (1 wireless)	
3) White Screen	1 unit	
4) LCD Projector	1 unit	
5) Round Table / Banquet Table	18 units	
6) Buffet Table	20 units	
7) Banquet Chair	200 units	
8) Stage 20'x 8'	1 unit	
Item in VIP Holding Room	Unit	Unit requested
1) Set Sofa	2+1+1+1	
2) Coffee Table	1 unit	
3) Side Table	3 unit	

ADDITIONAL EQUIPMENTS WITH EXTRA COST

Item	Unit requested
1) Buffet Table	
2) Round / Banquet Table	
3) Banquet Chair	
4) Plastic Chair	

5) Side Table		
6) Arm Chair		
7) Sofa		
8) Coffee Table		
9) Microphone		
ADDITIONAL REQUEST WITH EXTRA COST		
1)		
2)		
3)		
4)		
DECLARATION		
<p>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 Conditions 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 IEF/University for any loss and damage to the IEF/University properties.</p>		
<p>_____</p> <p>(Applicant's Signature and Official Stamp)</p>		
FOR OFFICE USE ONLY		
VENUE/FACILITIES	APPROVED ()	DISAPPROVED ()
<p>_____</p> <p>(Signature and Official Stamp)</p>		
REMARKS		

REGULATIONS:

- 1) External applications must be accompanied with a guarantor's declaration and signature that are liable and responsibility for any loss or damage caused to items rented.
- 2) All payments is payable within 7 days after the events and made payable to IIUM Endowment Fund.
- 3) Facilities must be returned in a good condition. Applicants are liable for any loss or damage caused.
- 4) To ensure the cleanliness of the venue and its compound at all the time.
- 5) To ensure all the equipments used or rented are returned in good condition.

CONDITIONS OF THE RENTAL RULES:

IIUM Endowment Fund have the right to reject or cancel without any reason and prior notice. IIUM Endowment Fund also have the right to reject the use or excess to facilities that has been approved if the use of the programme university is overlapping on the date certain.

GENERAL RULES:

- 1) No smoking in the Complex and University area.
- 2) Ethical clothing : All organizers and participants are required to wear modest clothing. Do not wear shorts or tight dresses.
- 3) Do not conduct any activities that conflicts with Islamic teaching and laws.
- 4) Do not conduct any political activities.

SPECIFIC RULES RENTAL:

- 1) No business activities in the hall area without any written permission from IIUM Endowment Fund.
- 2) All activities are only limited in the hall that was requested.
- 3) Not allowed to bring food and drinks into the hall except with approval.
- 4) Ensure the location and surrounding area is always clean.
- 5) Cooking is not allowed.
- 6) Only 'Halal' food is allowed in the University.
- 7) Ensure that all equipments used is left in good condition.
- 8) Not allowed to hang and post banners/buntings/posters without the consent of the management.
- 9) Advance payment of 50 % must be made within 14 days before the programme. Failure to pay on the date specified will render the booking reservations to be automatically cancelled. The balance of the rental must be made 7 days after receiving the invoice.
- 10) The management reserves the right to amend or add the above conditions from time to time.

Tenant is advised to comply to the terms and conditions as above. Failure to do so will render application to be automatically rejected.

**The Management
IIUM Endowment Fund**