

Office for Communication, Advocacy & Promotion for Change (OCAP), Level 2, Rectory,
 International Islamic University Malaysia, Jalan Gombak, P.O Box 10, 50728 Kuala Lumpur
 Tel: 603-6421 5899/5887 Fax: 603 – 6421 4053
 E-mail: corporatecomm@iium.edu.my / occmservice@iium.edu.my

BOOKING OF ROYAL HOLDING ROOM AND BANQUET

[Please tick (/)]:

- Royal Holding Room, ICC**
- Royal Banquet, ICC**

Applicant's name:

Staff no. / Matric No.:

K/C/D/I/O:

Name of Event:

Time & Date of Event:

VIP/VVIP Guest Name:

Designation of VIP/VVIP:

Contact no.: Office 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 FROM DEAN/D.DEAN/DIRECTOR/HEAD OF K/C/D/I/O

.....

Signature & Stamp

Date:

RECEIVED BY:

Date Received:

FOR OFFICE (OCAP) USE ONLY

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

Recommended by:

Approved by:

.....
Deputy Director
Admin & Protocol Unit

.....
Director, OCAP

Office for Communication, Advocacy & Promotion for Change (OCAP), Level 2, Rectory,
 International Islamic University Malaysia, Jalan Gombak, P.O Box 10, 50728 Kuala Lumpur
 Tel: 603-6421 5899/5887 Fax: 603 – 6421 4053
 E-mail: corporatecomm@iium.edu.my / occmservice@iium.edu.my

TO : SECURITY ON DUTY (OSeM)

Please open and close the room as per requested.

Thank you.

Contact Person :

Sr. Nor 'Aiza ext : 5899

Br. Mohd Zamani ext : 5887

Room	
Event	
Date	
Time	

Approved by OCAP :

(Signature & Stamp)

Guidelines of Application:

1. Usage of the venue is for the Rector and above.
2. Application form must be submitted to OCAP at least 5 working days before the event.
3. Capacity and usage of the rooms are as follows :

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

4. All applications should be recommended by Deputy Director, Admin & Protocol Unit, OCAP only.

5. Please attach approval letter for student's activity.

Note:

Upon approval, please fill in separate application form at the respective offices for the following services:

- a) OCAP – AV TEAM (Audiovisual) Ext: 4157
- b) Daya Bersih Sdn. Bhd (Banquet Equipment/Air-Cond) Ext: 5414
- c) OSeM (Open/Close venue doors) Ext: 5555