Office for Communication, Advocacy & Promotion for Change (OCAP), Level 2, Muhammad Abdul-Raud Building, International Islamic University Malaysia, Jalan Gombak, P.O Box 10, 50728 Kuala Lumpur
Tel: 603-6421 5881/5887, 603-6421 5890 Fax: 603 – 6421 4053
E-mail: corporatecomm@iium.edu.my

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)
Date:

RECEIVED BY:

Date Received:

FOR OFFICE (OCAP) USE ONLY

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

Recommended by: Approved by:

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

الجامعة الإسلامية العالمية ماليزيا
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
يونيفرسيتي إسلام أنتارابغسا ماليسيا
Company No: 101067-P

Version : 00
Revision: 02
Effective Date: 1st January 2020
OCAP05

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TO : SECURITY ON DUTY (OSeM)

Contact Person :
Br. Azhari ext : 5890
Br. Mohd Zamani ext : 5887

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.