



UNIMAS HOLDINGS SDN. BHD. (727487-D)
(A Company Wholly Owned By Universiti Malaysia Sarawak)

**BOOKING FORM
[STUDENT PAVILION]**

Document No.	:	UHSB-FM-FCM-004
Revision No.	:	01
Effective Date	:	01.08.17
Page	:	1 of 2

NOTES & INSTRUCTIONS TO APPLICANT

- All requests for booking is made on a 'First Come, First Served' basis. Please contact Mr. Justin Baba (justinbaba@unimasholdings.com) to check the availability of the venue before making any booking.
- Where applicable, all payments **MUST** be made by banking-in to our account prior to the event. Set up can only be done once the cheque(s)/payment(s) has been cleared by account department.
- All applications must be made at least two (2) weeks before the date of the event. UHSB **MUST** be notified in writing on any changes regarding the program/event at least three (3) working days in advance. Failure to do so, your payment will be forfeited.
- All UNIMAS Club/Organization registered with the University **MUST** attach the relevant approval document(s) for your program/event from the respective approving authority. IE. HEP UNIMAS. UHSB will automatically reject application(s) without the necessary approval.
- Program/event at the Student Pavilion may start from 8.00AM and must end at 10.00PM following Universiti Malaysia Sarawak Rules & Regulations.
- This form can be downloaded at <http://unimasholdings.com>. and fillable using Adobe Acrobat. Please print/scan/forward to justinbaba@unimasholdings.com and/or fax to 082-222 107 for further processing.
- By signing this application form, it is deemed that you have read and understood all the instruction(s) provided.

SECTION 1 – APPLICANTS DETAILS

Full Name (In BLOCK LETTERS) :	
Company/Faculty/Organization :	
Application Date :	Reference No. (Leave Blank) :
Mobile Number :	E-mail :
Telephone Number (Office) :	Fax Number (Office) :
Correspondences Address :	

SECTION 2 – PREFERRED VENUE

Multipurpose Hall Outdoor Space

SECTION 3 – EVENT DETAILS

Name of Program/Event :	
Purpose of Program/Event :	
Event Date :	Event Time :
If requesting for multiple dates, please state the additional dates and times below :	

If you are applying to set-up a booth/counter at the 'Outdoor Space' in Student Pavilion, please state the quantity of furniture(s)/asset(s) required :

Rectangular Table: _____ Nos; Chair: _____ Nos; Industrial Fan (for PAID Event only & subject to availability): _____ Nos;
Other(s), Please state:

** All borrowed furniture(s)/asset(s) must be returned in good working condition. Otherwise, we will charge the cost for repairing the item(s).

Please fill in the additional info below if you are applying to rent 'Multipurpose Hall'.

Number of Attendees :	
Type of Setup : <input type="checkbox"/> Theatre <input type="checkbox"/> Banquet <input type="checkbox"/> Class Room <input type="checkbox"/> Board Room <input type="checkbox"/> U-Shape <input type="checkbox"/> Other(s) (please specify) :	
Required Amenities & Quantity :	
Banquet Table (Round) – 28 units; Required - _____ Nos ;	Banquet Table (rectangle 2' x 6') – 41 units; Required - _____ Nos
Banquet Chair – 400 units; Required - _____ Nos ;	Projector with Screen – 1 unit; Required - _____ Nos
VIP Sofa (single seated) – 5 units; Required - _____ Nos ;	VIP Coffee table – 2 unit; Required - _____ Nos
Industrial Fan – 4 units; Required - _____ Nos	
P.A System (Internal) – 1 unit; Include Rostrum (1 unit) & Microphone (5 units);	Required - _____ Nos
Other(s), Please state:	



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Page	:	2 of 2

SECTION 4 – BILLING DETAILS (IF DIFFERENT FROM SECTION 1)

Contact Person :	Designation :
Mobile Phone :	E-mail Address :
Telephone Number (Office) :	Fax Number (Office) :
Correspondences Address :	

SECTION 5 – CHARGES & FEES

Please tick (x) to indicate your preference	Venue Type (Availability)	Usage (Time)	Rate (Per Day)	Remarks
MULTIPURPOSE HALL (** Special discount for UNIMAS Faculty/Organization – Subject to Management Approval)				
<input type="checkbox"/>	Full Day	08.00AM – 10.00PM	RM800.00 / day [Before GST]	
<input type="checkbox"/>	Half Day (Morning)	08.00AM – 05.00PM	RM400.00 / day [Before GST]	
<input type="checkbox"/>	Half Day (Night)	05.00PM – 10.00PM	RM400.00 / day [Before GST]	
OUTDOOR SPACE (PUBLIC AREA) - (FOC for UNIMAS Faculty/Organization – Subject to Management Approval)				
<input type="checkbox"/>	Full Day	08.00AM – 10.00PM	RM400.00 / day [Before GST]	

SECTION 6 – APPLICANTS DECLARATION

By signing this application form, I, as the representative of my Company/Faculty/Organization agreed that:

- The Program/Event will be conducted in an orderly manner and strictly adhere to UHSB & UNIMAS Rules and Regulations;
- We will pay all charges and fees related to this booking where applicable;
- We will pay any additional cost due to damage(s) and/or losses to the furniture(s)/asset(s) that was borrowed during the event;
- We will keep the surrounding area neat and tidy during and after the event;
- UNIMAS Holdings Sdn Bhd will not be held responsible for any injuries, theft, damages or loss of limb or property sustained by the applicants and their guest, whatever the caused when using Student Pavilion premises.

Signature of Applicant: _____

Date: _____

SECTION 7 – FOR OFFICE USE ONLY

Received By :	H.O.D. (Facilities) :	H.O.D. (Account) :
<p>-----</p> <p>Name : Designation : Date : Note :</p>	<p>-----</p> <p>Name : Designation : Date : Note :</p>	<p>-----</p> <p>Name : Designation : Date : Note :</p>