



**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.	:	00
Effective Date	:	
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](mailto:justinbaba@unimasholdings.com)) to check the availability of the venue before making your application.
- Applications must be made at least two (2) weeks before the date of the program/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.
- 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 the completed booking form to [justinbaba@unimasholdings.com](mailto:justinbaba@unimasholdings.com) 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 – APPLICANT / BILLING DETAILS**

Full Name Of Applicant (In BLOCK LETTERS) :	Matric No. (Student) or IC/Passport No :
Contact Person for Billing (If different from above - In BLOCK LETTERS):	
Name of Company/Faculty/Organization :	
Mobile Number :	E-mail :
Telephone Number (Office) :	Fax Number (Office) :
Correspondence / Billing Address :	

**SECTION 2 – BOOKING FOR OUTDOOR SPACE (FILL IF APPLICABLE)**

Name of Promoted Program/Event (Attach the related approved document(s) together with this application or UHSB will reject your application) :	
Purpose of Program/Event :	
Date Required :	Time :
<b>Required Amenities &amp; Quantities:</b>	
Rectangular Table: _____ Nos;      Chair: _____ Nos;      Industrial Fan (for PAID Event only & subject to availability): _____ Nos;	
Other(s), Please state: _____	

**SECTION 3 – BOOKING FOR MULTIPURPOSE HALL (FILL IF APPLICABLE)**

Name of Promoted Program/Event (Attach the related approved document(s) together with this application or UHSB will reject your application) :	
Purpose of Program/Event :	
Date Required :	Event Time :
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	
If other(s) (please specify) : _____	
<b>Required Amenities &amp; Quantities:</b>	
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: _____	



**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.	:	00
Effective Date	:	
Page	:	2 of 2

**SECTION 4 – CHARGES & FEES**

Please tick (x) to indicate your preference	Venue Type (Availability)	Usage (Time)	Rate (Per Day)	Remarks
<b>OUTDOOR SPACE (FOC for UNIMAS – Subject to Management Approval)</b>				
<input type="checkbox"/>	Full Day	08.00AM – 10.00PM	RM400.00 / day	
<b>MULTIPURPOSE HALL (Special Discount for UNIMAS – Subject to Management Approval)</b>				
<input type="checkbox"/>	Full Day	08.00AM – 10.00PM	RM800.00 / day	
<input type="checkbox"/>	Half Day (Morning)	08.00AM – 05.00PM	RM400.00 / day	Priorities will be given to program/event requesting for 'Full Day' booking
<input type="checkbox"/>	Half Day (Night)	05.00PM – 10.00PM	RM400.00 / day	

**Important Note :**

- All payment(s) **MUST** be made prior to the event. Set up can only be done once the payment(s) has been cleared by account department.
- Please bring your payment receipt(s) when liaising with our staff (Mr Gongolie Turnball – 019 846 3081) at Student Pavilion.

**PAYMENT / BANK-IN**

- All payment for Multipurpose Hall rental **MUST** be made through JomPAY (Internet & Mobile Banking).
- Please follow the procedure below to make payment through JomPAY
  - Logon to your Internet & Mobile Banking and look for JomPAY
  - Enter JomPAY Biller Code and Reference Number (Ref-1 & Ref-2) with payment from your Current, Savings or Credit Card account.



Biller Code: **10520**  
Ref-1: **Matrix No (Student) or IC/Passport Number (Visitor)**  
Ref-2: **Student/Visitor Name**

JomPAY online at Internet and Mobile Banking with your Current, Savings or Credit Card account

- For more information, you can contact our account department at the following address:

UNIMAS Holdings Sdn. Bhd.,  
Level 6, UNIMAS City Campus, Lot 77, Section 22, KTLD, Jalan Tun Ahmad Zaidi Adruce, 93150 Kuching, Sarawak  
Tel : +60 82 – 222 000 | Fax : +60 82 – 222 107 | E-mail : sybong@unimasholdings.com

**SECTION 6 – APPLICANTS DECLARATION**

By signing this application form, I, as the representative of my Company/Faculty/Organization agree(s):

- To abide to all Rules & Regulations of UNIMAS Holdings Sdn Bhd and Universiti Malaysia Sarawak;
- To pay all charges and fees related to this booking where applicable, including any additional cost due to damage(s) and/or losses to the furniture(s)/asset(s) that was borrowed during the program/event;
- That UNIMAS Holdings Sdn Bhd will not be held responsible for any injuries, theft, damages or loss of limb or property sustained by us and/or our guest, whatever the caused during our program/event at Student Pavilion and UNIMAS Holdings Sdn Bhd is release from any arising claim(s);
- That UHSB reserves the right to vary any other terms and condition herein as and when deems fit.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

**SECTION 7 – FOR OFFICE USE ONLY**

Student Pavilion Office :	Facilities Department :	Account Department :
Name : _____ Designation : _____ Date : _____ Note : _____ Reference No. : _____	Name : _____ Designation : _____ Date : _____ Note : _____	Name : _____ Designation : _____ Date : _____ Note : _____