



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

PREMISE BOOKING FORM (PBF)

Document No.	:	UH-FM-FAM-11
Revision No.	:	00
Effective Date	:	01.09.2020
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NOTES & INSTRUCTIONS TO APPLICANT

- All requests for booking is made on a 'First Come, First Served' basis. Please consult our office to check the availability of the venue before making your application.
- Application must be made at least one (1) week 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 may start from 8.00AM and must end at 10.00PM following Universiti Malaysia Sarawak Rules & Regulations.
- All payment(s) (where applicable) **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 Turnbull – 018 981 3405) for booking at Student Pavilion.

RECEIVING STAMP (OFFICE)

FORM REFERENCE NUMBER :

SECTION A – 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 B – BOOKING FOR STUDENT PAVILION OUTDOOR SPACE | DAHLIA STUDIO
(Please tick your chosen venue and fill where applicable)

<input type="checkbox"/>	OUTDOOR SPACE, STUDENT PAVILION	<input type="checkbox"/>	STUDIO DAHLIA, KOLEJ DAHLIA
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 (Start and End) :		Time (Start and End) :	
Required Amenities and Quantities (provided only for Student Pavilion. No asset is provided of Studio Dahlia) :			
Rectangular Table: _____ Nos; Chair: _____ Nos; Industrial Fan (for PAID Event only & subject to availability): _____ Nos; Other(s), Please state: _____			

SECTION C – BOOKING FOR MULTIPURPOSE HALL, STUDENT PAVILION (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 (Start and End) :	Time (Start and End) :
Number of Attendees :	



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SECTION C – BOOKING FOR MULTIPURPOSE HALL, STUDENT PAVILION (CONTINUE'D)

Type of Setup : Theatre Banquet Class Room Board Room U-Shape
If other(s) (please specify) : _____

Required Amenities & Quantities:

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 : _____

SECTION D – CHARGES & FEES

Venue	Usage [Time]	Rate (Per Day)	Remarks (By Office)
1. Outdoor Space, Student Pavilion	08.00AM – 10.00PM [Full Day]	RM400.00 / day	
2. Studio Dahlia, Kolej Dahlia	08.00AM – 10.00PM [Full Day]	- Not Applicable -	
3. Multipurpose Hall, Student Pavilion	08.00AM – 10.00PM [Full Day]	RM800.00 / day	
	08.00AM – 05.00PM [Half Day - Morning]	RM400.00 / day	
	05.00PM – 10.00PM [Half Day - Night]	RM400.00 / day	

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: **63891**
Ref-1: **Company Name / Tenant Name**
Ref-2: **Tenant Date**

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 E – 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, including any additional cost due to damage(s) and/or losses to the asset(s) that was borrowed;
- That UNIMAS Holdings Sdn Bhd is release from any arising claim(s) whatever the caused during our program/event;
- That UHSB reserves the right to vary any other terms and condition herein as and when deems fit.

Signature of Applicant: _____

Date: _____

SECTION F – FOR OFFICE USE ONLY

Received By :	Approved *With Charges Without Charges :	Account Department :
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Name :	Name :	Name :
Designation :	Designation :	Designation :
Date :	Date :	Date :