



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.	:	01
Effective Date	:	01.09.2020
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NOTES & INSTRUCTIONS TO APPLICANT

- All booking requests are 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 of any changes regarding the program/event at least three (3) working days in advance. Failure to do so, your payment will be forfeited.
- The program/event may start at 08.00 AM and must end at 10.00 PM, following Universiti Malaysia Sarawak Rules & Regulations.
- All payment(s) (where applicable) **MUST** be made prior to the event. Setup can only be done once the payment(s) have been cleared by the accounting department.

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 in 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 for 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:	
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) : _____	



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SECTION C – BOOKING FOR MULTIPURPOSE HALL, STUDENT PAVILION (CONTINUED)

Required Amenities & Quantities:

Banquet Table (Round) – 12 units; Required - _____ Nos ; Banquet Table (rectangle 2' x 6') – 20 units; Required - _____ Nos
 Banquet Chair – 250 units; Required - _____ Nos ; Portable Projector with Screen – 1 unit; Required - _____ Nos
 VIP Sofa (single seated) – 5 units; Required - _____ Nos ; VIP Coffee table – 2 unit; Required - _____ Nos
 Industrial Fan – 3 units; Required - _____ Nos
 Portable Speaker with two (2) microphone; Include Rostrum (1 unit); Required - _____ Nos
 Other(s), Please state : _____

SECTION D – CHARGES & FEES (BEFORE SST)

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

PAYMENT / BANK-IN

- As per government requirements, rental is subject to **Sales and Service Tax (SST)**. The current SST rate is **8%**.
- Payment for Multipurpose Hall rental can be made through:

a. JomPAY (Internet & Mobile Banking)

UHSB-STUDENT PAVILION



Bill Code: **63891**
 Ref-1: **Company Name / Tenant Name**
 Ref-2: **Purpose of Payment**

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

b. Spay Global (formerly known as Sarawak Pay)



- Merchant name is UNIMAS Holdings SB (Student Pavilion).
- In the Remarks Section:
 - Put your name/company name, matric number/NRIC, contact number and Purpose of Payment
- It will be difficult for us to track and cross-check your payment if you forget to fill in this section.

- For more information, you can contact the following:

Facilities Department,
 UNIMAS Holdings Sdn. Bhd.,
 Level 1, Kolej Dahlia, Universiti Malaysia Sarawak,
 94300 Kota Samarahan, Sarawak
 Tel: +60 82 583 979 / +60 13 860 3979 (WhatsApp's Only)
 Email: bjustin_uhsb@unimas.my
 Website: <https://www.unimasholdings.unimas.my>

or

UNIMAS Holdings Sdn. Bhd.,
 Level 6, UNIMAS City Campus,
 Lot 77, Section 22, KTL D,
 Jalan Tun Ahmad Zaidi Adruce,
 93150 Kuching, Sarawak
 Tel: +60 82 222 000 Fax: +60 82 222 107
 Email: helpdesk@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 conditions herein as and when it 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 :