

**FACILITIES BOOKING FORM**  
**(Auditorium and Audiovisual Equipment)**

**PART A To Be Completed By Applicant**

Full Name: \_\_\_\_\_ Company/Department/Division: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Contact Number: \_\_\_\_\_ (Office) \_\_\_\_\_ (H/Phone)

With reference to the above, I would like to make a booking reservation for the following facilities.

Type of facility: \_\_\_\_\_  
 (Please specify)

Date Required: \_\_\_\_\_  
 Time: \_\_\_\_\_  
 Additional \_\_\_\_\_  
 Requirement: \_\_\_\_\_

As such I agree with the conditions and your cooperation is very much appreciated.

Thank you

\_\_\_\_\_  
 Signature of Applicant.  
 Date: \_\_\_\_\_

Please follow the following procedure for the booking purposes:

**General**

- i. The applicant must fill in the form and send it by hand or by fax to 03-89221826.
- ii. The applicant can also be made by email to: [jason@iukl.edu.my](mailto:jason@iukl.edu.my) or [hazrul@iukl.edu.my](mailto:hazrul@iukl.edu.my) with complete information.
- iii. Booking/reservation by telephone/hand phone is not allowed.
- iv. The booking/reservation must be made one {1} week before the event.
- v. The applicant is responsible to make the final confirmation and the cancellation three {3} days before the event.
- vi. Half day event is considering to be a full one {1} day event.

**Internal Applicants**

- i. Kumpulan Ikram and Proscasco Bhd.
- ii. Internal billing process shall apply.

**External Applicants**

- i. Payment shall be made by cheque payable to IKRAM EDUCATION SDN. BHD.
- ii. Full payment to be made immediately upon confirmation of your booking.
- iii. Failure to make such payment shall imply that your booking is invalid.

**PART B For Management Use**

Received By	Verified By	Approved/Not Approved
_____	_____	_____
Name:	Technical Executive	Department/Division Head
Date:	Name:	Name:
	Date:	Date:

**PART C Payment (External Applicants)**

Name of Bank: \_\_\_\_\_ Cheque Number: \_\_\_\_\_ Date: \_\_\_\_\_

Issued by \_\_\_\_\_ Received By \_\_\_\_\_

\_\_\_\_\_

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

## RENTAL FEES FOR USAGE OF AUDITORIUM AND AUDIOVISUAL EQUIPMENT FACILITIES

No.	Room and Equipment	Charge per room and per day	Availability
1.	Auditorium, First Floor (Block 2/Academic Block)	RM1000.00 (Include AV system) Max – 200 participants	Saturday and Sunday Exam week Semester Break
2.	LCD Projector	RM300.00	Depend on availability
3.	Laptop/Notebook	RM150.00	Depend on availability
4.	Portable PA System	RM200.00	Depend on availability
5.	Wireless Microphone System	RM150.00	Depend on availability
6.	Microphone	RM50.00	Depend on availability
7.	PA System i. In the Multipurpose Hall(MPH) ii. In the Conference Hall  <b>Note:</b> If you need our technician's services the extra charge will be RM150.00	RM200.00 RM200.00  RM150.00	