



VENUE BOOKING FORM

A: APPLICANT DETAILS

Name			
Position		KCDIO / Organisation	
Email		Contact No.	

B: BOOKING DETAILS

Programme			
Day & Date	From :	Until :	
Time	Start :	End :	
No. of Attendees			
Date Request			
Room Required	AmBank 1 (Conference Class) Maximum 50 people AmBank 2 (Conference Class) Maximum 50 people		

C: FOR OFFICE USE

Admin Staff In-Charge	
Remarks (any notes)	
Approved by	

TERMS AND CONDITIONS

Payment can be made to the following details. Kindly provide us with proof of payment after the payment has been made.

Bank Name: Bank Muamalat Malaysia Berhad, UIAM Branch, Jalan Gombak, Kuala Lumpur

Account No.: 1407-0000005-71-9

SWIFT Code: BMMBMYKL

1. The client is responsible for all equipment during the period of the booking.
2. The client is responsible for the activities of the users of the room during the booking.
3. In the event of fire or other emergency, the client is responsible for the safe exit of the users of the room during the period of the booking along the escape route along the main corridor through reception.
4. Graduate School of Management (GSM) holds no responsibility for the loss of any property during the period of the booking.
5. The client is responsible for the registration of all users of the room during the period of the booking in accordance with Health & Safety Regulations.
6. All cancellations must be made in writing for the attention of the “GSM Administration Unit”. Alternatively, please email gsm@iium.edu.my with an email clearly marked **BOOKING CANCELLATION** in the subject line. This must be provided in any correspondence regarding the cancellation. Please note that your booking has not been cancelled until you have received your cancellation confirmation.
7. Normal opening hours are 9.00 am – 5.00 pm Monday to Friday.
8. All prices are subject to Terms and Conditions.
9. Please refer to **Appendix A** for rate price and room type.

APPENDIX A

AMBANK 1 CONFERENCE ROOM		
Student	Internal	External
RM500.00 Full Day	RM750.00 Full Day	RM900.00 Full Day
RM250.00 Half Day	RM375.00 Half Day	RM450.00 Half Day
AMBANK 2 CONFERENCE ROOM		
Student	Internal	External
RM500.00 Full Day	RM750.00 Full Day	RM900.00 Full Day
RM250.00 Half Day	RM375.00 Half Day	RM450.00 Half Day