

## **TERMS AND CONDITIONS (BOOKING BY INTERNAL PARTIES)**

### **Approval Process**

- Bookings are subject to **availability** and **priority**:

### **Venue Use Regulations**

- The venue must be used **only** for the approved purpose and time.
- Users are responsible for:
  - Maintaining cleanliness and order.
  - Ensuring no damage to furniture, equipment, or facilities.
- Kindly:
  - Switch off the air-conditioner and lights before leaving.
  - Rearrange chairs and tables to their original arrangement after use.
  - Ensure the condition of the venue is in good order before you leave.
  - Lock the door securely before leaving.
- You are **NOT ALLOWED** to unplug, replace, or modify the PC or its arrangements. It must be used as is.

### **. Restrictions**

- Unauthorized changes to venue setup (e.g., removing furniture, installing decorations) are prohibited without prior permission.
- Use of hazardous materials, open flames, or activities that compromise safety are not allowed.

### **Cancellation and Changes**

- Users must notify the booking office of cancellations or changes **at least 2 working days** in advance.
- Failure to notify may result in penalties, such as restricted future bookings.

### **Post-Event Responsibilities**

- Users must vacate the venue promptly at the agreed time.
- Any damages or extra cleaning costs will be charged to the responsible party.

### **Emergency Situations**

- In case of emergencies (e.g., fire alarm, power failure), all attendees must follow the university's safety protocols and evacuation procedures.

### **Compliance**

- Non-compliance with the booking rules may result in:
  - Immediate termination of the booking.
  - Future booking privileges being revoked.

## **TERMS AND CONDITIONS (BOOKING BY EXTERNAL PARTIES)**

### **1. Approval**

The approval of venue is subject to the approval of program by the University authority. The University reserves the right to withdraw the any approval if organizer failed to adhere to the conditions given or change the content of the program as submitted earlier.

### **2. Displays and Signage**

- i. No items are to be attached, pinned or glued to wall surface of any hall venues.
- ii. The University will provide a signage direction from Main Entrance to a hall venue.

### **3. Payment**

- i. Upon confirmation, a payment of 50% from the total quotation shall be made payable to 'PENGARAH KEWANGAN IIUM', failure which your booking shall be rendered as invalid.
- ii. The balance sum shall be paid within seven (7) days before the event starts.
- iii. All payment shall be made to 'PENGARAH KEWANGAN IIUM'. A copy of official receipt will be issued upon clearance of cheque.
- iv. The University will not receive any cash payment for rental of venue.
- v. The University's Bank Details are as follows:

**BANK MUAMALAT MALAYSIA BERHAD**  
**0601-000273-8719**  
**IIUM Kuantan**

- vi. Please provide a copy of the bank-in slip or Local Order to our office for our reference if payment was made through bank.

### **4. Cancellation & Postponement Notice**

- i. Please note that should this event be cancelled within **fourteen (14)** days before the day of the event, a 50% cancellation charge will be imposed. If cancellation is made within seven (7) days before the day of event, a full payment of the function will be levied.
- ii. Any amendments or postponement shall be made in writing within seven (7) days before the event starts. Please be advised that, any approval is subject to the availability of the venue. A penalty charge of 25% of the quotation shall be imposed.

### **5. Cut-off Date**

IIUM reserves the right to cancel this tentative booking unless a confirmation has been received from your organization with the reply of letter of acceptance and required deposit/Purchase Order **LATEST BY 5/11/2024**.

### **6. Damages**

Organizer is financially responsible for any damage sustained to IIUM premises. Promotional materials and display should not be posted, tacked, nailed, screwed or attached to columns, walls, floor or other parts of the building furniture. If official permission is granted from IIUM, the organizer shall be responsible for all damages, breakages & the clearing of all materials & displays, repairs or replacement costs will be passed on to the organizer.

### **7. Indemnity/Insurance**

IIUM not be responsible and liable for any damage or loss whatsoever for items belonging to other parties before, during or after the program and strongly recommend that the insurance coverage should be arranged by the organizer.

### **8. Force Majeure**

It is expressly agreed that each party shall be relieved of its obligation under this acceptance in the unlikely event of acts of nature, war, government regulations, disaster, strikes, civil disorder, curtailment of transportation facilities or any emergency will make it illegal or impossible to provide the facilities or to hold the event.

### **9. Others**

- i. The University reserves the right to postpone, cancel or reject the program, in the event of any unforeseen circumstances arise even after receiving the deposit or full payment. In such circumstances, the 50% payment or full payment will be refunded accordingly.
- ii. The University reserves the right to decline or accept any/all special free of charge services/request from the organizer.

### **10. General Rules**

- i. The organizer shall comply with the University approve attire for visitors. All visitors and participants shall wear decent attire (Strictly no sleeveless, shorts and mini skirt).
  - ii. Smoking is prohibited on campus.
  - iii. Business activities are strictly prohibited unless with a written permission from the University.
  - iv. Cooking activities are not allowed.
  - v. Washing of utensils, plates and cup are strictly prohibited in the University venue. A caterer needs to bring back all unwashed items.
  - vi. Only 'HALAL' food is allowed to be served in IIUM venue.
  - vii. Usage of polystyrene food packaging is strictly prohibited.
  - viii. Food and drinks are strictly prohibited in the hall area.
  - ix. Cleanliness shall be maintained at all the material time during the event; and
  - x. Any other regulations to be implemented by the University from time to time
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