

Address:

## 衛理畢理學院

Methodist Pilley Institute
(Owned and operated by Pilley Education Enterprise Sdn. Bhd.: 519437H, SST No.: Y61-2305-32100001) Jalan Lily, 96000 Sibu, Sarawak, Malaysia

Tel: +60(84) 322268 Fax: +60(84) 320801/ 320623 email: mpi@pilley.edu.my

Tel No.:

**Rental of Facilities (General Session)** Name of Organisation/Company/Individual:

Email Address:								
Tax Identification Number (TIN):				Company's Registration Number (New/Old):				
SST Number:				MSIC Code:				
Sales Tax Exemption Cert	ification Numb	er/Special Exemp	tion (if any)	•				
<u>I</u>			<u> </u>					
Contact Person 1:								
Full Name:				NRIC:				
Tel:				Fax:				
Tax Identification Number	Er	Email:						
Address:								
Date of bookings:								
Date: Time								
Date: Tim								
Date:			Time:					
Nature of Program: (Pleas				1	/ <del>-</del> 1	/ \ <del>-</del>		
Conference ( ) Pax:		eting ( ) Par		Dinner/Luncheon ( ) Pax:				
Workshop ( ) Pax:	ninar ( ) Par							
Others:				F	Pax:			
Facilities Needed: (Please	tick √ and fill t	he related informa	ation)	Session :	1 hour to m	nax 4 hours		
√ Type	Capacity	Rental		No. of	No. of	Total		
	*				room	session	Amount	
Classroom D1 – D4	20	RM150/ session am/pm/evening)						
Classroom	35	RM200/ session (am/pm/evening)						
Classroom A2 (pre-	60	RM200/ session (am/pm/evening)						
fixed seating)								
Classroom A3	50	RM250/ session (am/pm/evening)						
Lecture Hall 1	121		er Morning s					
		RM210 per A						
Lecture Hall 2	100		er Morning s					
		RM220 per A						
Lecture Hall 3	350		er Morning s					
		RM400 per A						
Lecture Hall 4	60		er Morning s					
		RM170 per A	•					
Computer Lab	34		RM1,800 per day					
			000 per sessio					
Gallery/Lobby			200 per sessio					
Conference Room	20		00 per sessio					
LCD Projector		RM1	00 per session	on				

RM100 per session RM150 per session

RM30 per session

MTN-02-F2 REV.02: 02/2025

PA Equipments

Musical instruments Basketball Court

<sup>\*</sup> The number of capacities is dependent on tables and chairs arrangement.



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I have read and accepted the terms and conditions stated below;

Function closing and Checking : \_\_\_\_\_\_ Staff Name

Report of faults and damage :

Payment Received on (date) Receipt no.

To	be stamped and signed by applicant Date Approved by (For MPI Staff) Date (For MPI Staff)							
10	be stamped and signed by applicant. Date Approved by (101 Mil 1 Starr) Date (101 Mil 1 Starr)							
Tei	rms and Conditions:							
1.	Application form has to be stamped and signed by applicant.							
2.	The organization and the contact persons shall be fully responsible for the damages to the facilities rented.							
3.								
	late payment.							
	Mode of Payment: Preferred modes of Payment are as followed:							
	• Bank Draft / Cheque made payable to : Pilley Education Enterprise SdnBhd							
	• Direct Deposit into: <u>Pilley Education Enterprise SdnBhd</u> A/C No: <u>311-311-4719</u> with Public Bank Bhd. Proof of deposit must be produced or faxed to our account dept as evidence of payment (subject to confirmation of payment from the bank)							
	• Cash payment at our Admin. Office counter.							
4.	Extra LCD projector will be charged separately.							
5.	The Campus gate is scheduled to close at 10pm.							
<u>For</u>	r office use:							
Fur	nction Preparation and Opening: Signature:							
	Staff Name Date :							

\_\_\_\_ Signature :\_\_\_

MTN-02-F2 REV.02: 02/2025