

衛理畢理學院 Methodist Pilley Institute DK233(Q)

(Owned and operated by Pilley Education Enterprise Sdn. Bhd.: 200001016830 (519437-H), SST No.: Y61-2305-32100001)
Jalan Lily, 96000 Sibul, Sarawak, Malaysia
Tel: +60(84) 322268 Fax: +60(84) 320801/ 320623 email: mpi@pilley.edu.my

Rental of Facilities (General Session)

Name of Organisation/Company/Individual:	
Address:	Tel No.:
Email Address:	
Tax Identification Number (TIN):	Company's Registration Number (New/Old):
SST Number:	MSIC Code:
Sales Tax Exemption Certification Number/Special Exemption (if any):	

Contact Person 1:

Full Name:	NRIC:
Tel:	Fax:
Tax Identification Number (TIN):	Email:
Address:	

Date of bookings:

Date:	Time:
Date:	Time:
Date:	Time:

Nature of Program: (Please tick)

Conference () Pax:	Meeting () Pax:	Dinner/Luncheon () Pax:
Workshop () Pax:	Seminar () Pax:	Worship Service () Pax:
Others: Pax:		

Facilities Needed: (Please tick and fill the related information) Session : 1 hour to max 4 hours

√	Type	Capacity *	Rental	No. of room	No. of session	Total Amount
	Classroom D1 – D4	20	RM150 per session			
	Classroom	35	RM200 per session			
	Classroom A2 (pre- fixed seating)	60	RM200 per session			
	Classroom A3	50	RM250/ session			
	Lecture Hall 1	121	RM350 per session			
	Lecture Hall 2	100	RM300 per session			
	Lecture Hall 3	350	RM500 per session			
	Lecture Hall 4	60	RM230 per session			
	Computer Lab	34	RM1,800 per day RM900 per session			
	Lobby at Block A		RM100 per session			
	Gallery at Library		RM200 per session			
	Conference Room	20	RM200 per session			
	LCD Projector		RM100 per session			
	PA Equipments		RM100 per session			
	Musical instruments		RM150 per session			
	Basketball Court		RM30 per day			
	Others:					

* The number of capacities is dependent on tables and chairs arrangement.

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

_____ Date Approved by _____ (For MPI Staff) Date (For MPI Staff)

Terms 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. Full payment of fees shall be made within 1 week after the rental period. A surcharge of 15% will be added for the 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: Pilley Education Enterprise SdnBhd A/C No: 311-311-4719 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.

For office use:

Function Preparation and Opening : _____ Signature : _____
Staff Name Date :

Function closing and Checking : _____ Signature : _____
Staff Name Date :

Report of faults and damage : _____

Payment Received on _____ (date) Receipt no. _____