

BUSINESS UNIT

POLICIES AND PROCEDURES
TUN CHANCELLOR HALL
- External (Individual/Company) -

1. All requisition must be made through Business Unit in **Writing at least 14 working days** with the following indications :
 - a. Name of event
 - b. Date & Time of event
 - c. Preparation and Housekeeping Date
 - d. Expected Crowd
 - e. List of equipments/facilities needed for the event (if applicable)
2. BU will check the availability of the Grand Hall, advice on the availability and proceed with the quotation.
3. BU will coordinate with other related department, should the tenant requires to use other facilities (AV equipment, chairs etc).
4. 50% down-payment and related deposits are required upon confirmation of the booking.
5. Deposit are refundable, subject to further checking on the damages/cleanliness (if any)
6. The tenant is required to make full settlement at least 3 working days before the event.
7. The 50% down-payment will be forfeited should the cancellation is being done by tenant after the booking is confirmed, and the 50% down-payment + the full payment + all related deposit will be forfeited should the cancellation is being done by tenant within 3 working days from the event.

Standard Terms & Conditions

1. In the event when there is a clash in time, priority for the Grand Hall booking will be given to functions/events/activities in the following order:
 - a. Lectures, tutorials and exams
 - b. University's functions which involve VVIPs or VIPs
 - c. Students' activities
 - d. Booking by external parties
2. Should there be a booking for a function, an event or any activity of higher priority than yours, BU reserves the right to cancel your booking or propose another date or shift your activity to another venue. Prior notification will be given to the parties concerned.
3. The tenant will be held responsible to the condition and cleanliness of the Hall (and respective rooms in it). Should there be any damage to the room and should there is any damage or loss to the equipment in the room, the cost will be borne by the tenant.
4. MMU will not be responsible for any loss/damage of items/equipment brought in by the tenant to the Hall.
5. MMU has no obligation to promote the events for the tenant.
6. Parking is available at F.O.C, but no prior reservation will be made. It will be on first come first serve basis.
7. Tenants are required to comply with all other MMU rules and regulation.