



# The Maldives National University Central Administration

Rahdhebai Higon, Machangoalhi, Male' 20-03, Tel (960) 3345101, Fax: (960) 3344091

## BOOKING REQUEST FOR WEDDING/BIRTHDAY PARTIES AND SOCIAL FUNCTIONS

MNU-CA/20 /

Venue:  A. BLOCK Courtyard  G. BLOCK Courtyard

NAME: \_\_\_\_\_ NIC NO: \_\_\_\_\_

ORGANIZATION / ADDRESS: \_\_\_\_\_ CONTACT: \_\_\_\_\_

DATE REQUIRED: From \_\_\_\_\_ To: \_\_\_\_\_ TIME OF USAGE: \_\_\_\_\_

EXPECTED ATTENDEES: No: \_\_\_\_\_ REQUESTING DATE: \_\_\_\_\_

PURPOSE: \_\_\_\_\_

Request for Additional items: (No additional charge will be for equipment and furniture within the requested room)

- Water for general use  Chairs  Amount  
 Electricity for general lighting  Others (Please specify)

### TERMS

- 1- Requesting Person(s) / Organization should take the full responsibility for any damage or loss to the facility and the requested item(s) during the period of lease.
- 2- Requesting Person(s) / Organization should not conduct any unlawful acts under the Maldivian Law in the leased premises during the period of lease. No political activity should be conducted in the premises.
- 3- Requesting Person(s) / Organization must pay 7 days in advance the fee charged. If the fee is not paid 7 days in advance MNU has the right to cancel the booking and offer the facility to another party.
- 4- Requesting Person(s) / Organization should check the availability of the requested items and must confirm its condition. CA is not obliged to provide facilities not available within the hired facility.
- 5- MNU facilities will only be provided if it does not interfere with the core activities of MNU.

On behalf of the Organization I have read and understood the above mentioned terms, and I accept the above terms.

Signature

Date

FOR FS USE	FOR CA USE	FEE DETAILS	FOR REVENUE SECTION USE
The facility is available for the requested date and time.			
NAME:	AUTHORIZED BY:	Fee for facility:	AUTHORIZED BY:
DESIGNATION:	NAME:	Additional equipment:	NAME:
SIGNATURE	DESIGNATION:	Total:	DESIGNATION:
DATE:	SIGNATURE	Date to be paid:	SIGNATURE
	DATE:		DATE:
<b>PAYMENT RECEIVED BY:</b>			
NAME: _____		Date paid: _____	
DESIGNATION: _____		Stamp and signature: _____	

University Council permits renting of the 2 facilities listed below to state / private organizations and individuals within the agreed limitations.

Renting of MNU facilities for Political gatherings are not permitted.

**CHARGES FOR THE LEARNING SPACE & ADDITIONAL ITEMS**

<b>Space</b>	<b>Seating Capacity</b>	<b>Duration</b>	<b>Charge</b>
B. BLOCK Courtyard	500	Up to 8 hrs	4000/-
G. BLOCK Courtyard	300	Up to 8 hrs	5600/-

  

<b>Item</b>	<b>Duration</b>	<b>Charge</b>
Plastic Chair (Per chair)	Per day	2/-
Executive Chairs	Per day	10/-