

Room Booking Form

Date: / / 2015

Section A: To Be Fill By Applicant				
Full Name	Mobile Number	E Mail	Number of People in Events	
Reason Of Booking	Date of Event	Start Time	End Time	
Building Number	Rooms			
Buiding 164/166	Menmber Hall	Main Hall	Library	Up stair
Buiding 168	Ground Floor	Up Stair Room 1	Up Stair Room 2	
Buiding 170	Ground Floor	Up Stair Room 1	Up Stair Room 2	
Section B For AMIC Authority				
Full Name	Agree	Not Agree	Reason If Not Agree	

Instruction

- 1- Application filled and must be sent to AMIC Administrator at amicadmeen@gmail.com Tel, 0044 (0)7412324458 at least 2 weeks before the event's fate
- 2- All Information should be filled by black ink in clear way
- 3- Rooms should be kept clean as you find after events
- 4- No Cooked food allowed in all AMIC buildings
- 5- The application or the one who is responsible for the event he/she takes all other responsibilities related to safety for people attend the event in the building.