

# RENTAL RATES

Effective 1<sup>st</sup> June 2019\*

	SEATING CAPACITY	WEEKDAY (9.00 A.M. - 5.00 P.M.)		WEEKEND (9.00 A.M. - 5.00 P.M.)	
		Fullday (MYR)	Halfday (MYR)	Fullday (MYR)	Halfday (MYR)
<b>Extra Large Hearing Room</b> with Advanced CRT**	50	3,680	2,300	5,865	3,680
		4,530	3,265	6,715	5,600
<b>Large Hearing Room</b> with Advanced CRT**	22	1,265	750	1,955	1,265
with CRT**		3,265	2,750	3,955	3,265
		3,105	2,645	3,795	3,105
<b>Medium Hearing Room</b> with CRT**	14	920	575	1,380	920
		2,530	2,185	2,990	2,530
<b>Small Hearing Room</b>	8 - 10	500	350	810	500
Breakout Room	6	180	N/A	N/A	N/A
Breakout Room	4	150	N/A	N/A	N/A
<b>Auditorium</b>	182	3,800	N/A	4,900	N/A
<b>Large Seminar Room</b>					
Theater	100	2,530	N/A	4,000	N/A
Classroom / U-shape	30				
<b>Medium Seminar Room</b> Theater	50	1,500	N/A	2,250	N/A
<b>Private Dining Room</b>	50	650	N/A	1,100	N/A
<b>VIP/Press Conference Holding Room</b>	80	650	N/A	1,100	N/A
<b>Pavilion Foyer (Outdoor)</b>	-	1,500	N/A	2,250	N/A
<b>Outdoor Cocktail Area</b>	100	1,200	N/A	1,600	N/A

\*Rental rates shall be subject to any or all applicable tax as may be imposed by the Government, and any applicable AIAC management support fees.

\*Rental rates have been marginally increased to reflect new facility upgrades and installations. This increase will not apply to bookings made prior to 1<sup>st</sup> June 2019.

\*\*Court Recording & Transcription System

## RENTAL RATES INCLUDE:

- High-Speed Wi-Fi Internet Access
- Exclusive Lounge Access for Arbitrators (for hearings)
- Audio-visual and technical support
- Individually secured rooms
- Complimentary (for hearings):
  - Coffee, Tea, Biscuits and Mineral Water at dedicated corners
  - Stationery and Writing Pads
  - Whiteboard
- Free-of-charge Parking
- Free Electric Vehicle (EV) Charging Station

## Additional Services Available On Request:

## Pricing

HD Video Conferencing	RM 300/ first hour; RM 100/ every subsequent hour; RM 600/ flat rate for per day use
Tele-conferencing	Subject to destination charges, exclusive of 30% service charges
HD Projector	RM 360 per day
Smartscreen	RM 500 per day
Remote Transcriber Video Link	RM 300 (Half-Day) / RM 500 (Full-Day)
Webseminar	RM 1,000 per day
HD Camcorder Recording	RM 300 per day
Catering Services	Quotation available upon request
Automatic Audio-to-text Transcription***	RM 200 per day ***
Live Broadcast on Facebook Live	RM 500 (Fullday) - no Half day
Additional AV Equipment(s) / Furniture / Storage	RM 200 per day

\*\*\* Accuracy of the Automated Audio-to-Text Transcription varies; subject to language used, pronunciation, vocalizations, and the use of non-verbal communication and irregular grammar. Proof-reading of the transcribed text is strictly advised. The AIAC assumes no responsibility or liability for any errors or omissions in the content of the transcribed text. The information contained in the transcribed text is provided on an "as is" basis with no guarantees of completeness, accuracy, usefulness or timeliness and without any warranties of any kind whatsoever, express or implied.

## Printing Machines

### (Rental or Short-term Lease)

Based on machine leasing/rental charges, exclusive of 30% Service Charge

## Printer/Photocopying Rates

Photocopying/Document printing  
 RM 1.50 per A3 size copy (Black & White)  
 RM 2.00 per A3 size copy (Colour)  
 RM 0.60 per A4 size copy (Black & White)  
 RM 1.50 per A4 size copy (Colour)  
 RM 0.60 per A5 size copy (Black & White)  
 RM 1.20 per A5 size copy (Colour)

## Scanning Services

RM 0.50 per copy ( Colour Or Black and White)

## Fax Incoming/Outgoing

RM 1.20 per page (A4)



# TERMS AND CONDITIONS

## Hearing Rooms

1. Bookings may be made by either party to the hearing. The party who makes the reservation is obliged to make full payment of the latest published hearing room rental rates. The AIAC will not issue split invoices.
2. Hearing room rentals must be paid fully at the time of booking or settled within three (3) working days from the date of the booking Invoice issued by the Centre. If the full payment is not received within the said 3 working days, the booking will be cancelled. Invoices are deemed to have been received by booking party upon delivery by e-mail and/or fax as provided in the booking form. Parties will have to resubmit their booking request which will be subject to room availability.
3. **Cancellation Policy for Bookings:**
  - Any cancellation shall be made in-writing, and notified to the Centre not less than 7 days from the proposed date of the usage of the hearing room.
  - For cancellations of bookings that are made in less than 7 days before the hearing date, the following cancellation fees shall apply:
    - i) Cancellation made less than 7 days from the date of hearing: 30% PENALTY shall be imposed.
    - ii) Cancellation made less than 24 hours' notice from the start of the hearing: 100% PENALTY shall be imposed.
  - Any request for exemptions is strictly subject to exceptional circumstances and will require the written approval of the Director of the AIAC.
4. **Amendment Policy for Bookings:**
  - Any request for amendments to bookings must be made in-writing, and notified to the Centre in advance of the proposed date of the usage of the hearing room.
  - Parties shall only be allowed to amend their bookings for a maximum of three (3) times.
  - All amendments to bookings are subject to availability.
  - No additional charges will be imposed for amendments made to the date of the bookings.
  - Amendments to confirmed bookings entailing the upgrading of a room will be subject to the applicable charges for any such upgrade.
  - Requests for any downgrading of room type for confirmed bookings will not be allowed, and the charges associated to the confirmed booking will subsist and continue to apply.
5. For parties with outstanding accounts, the AIAC reserves the right to refuse any room booking requests until payment of the outstanding amounts are received.
6. Written notification of other requirements (secretarial services, audio visual aid, catering, etc.) must be given during booking where such needs will be put in place. Fees for their services and/or rental shall be paid by the respective parties directly to the service provider(s). Any cancellation fees for these services and/or rental shall be borne by the respective parties directly to the service provider(s).
7. **Operating hours:**
  - Normal operating hours of the Centre is from 9.00 a.m. to 5.00 p.m.
  - The AIAC will be closed on all Malaysian Government and Federal Territory gazetted public holidays.
  - Overtime charges will be imposed at an hourly rate of 50% of the applicable half-day rate, if services are required beyond the normal operating hours of the AIAC.
8. **Half-Day Rental:**
  - Applicable for use of hearing rooms from:
    - i) 9.00 a.m. to 1.00 p.m.; or
    - ii) 2.00 p.m. to 5.00 p.m.
  - Booking party is required to specify the requested half-day usage at the time of booking. If the booking party fails to do so, the booking is deemed to be made for a full day.
  - Should the hearing run past the allotted time of 9.00 a.m. to 1.00 p.m. or 2.00 p.m. to 5.00 p.m., parties will be charged an hourly rate of 50% of the applicable half-day rate.

## Auditorium and Seminar Room

1. Booking party must pay a deposit of 50% of the applicable rate within seven (7) days of booking of the facility and/or the date of the invoice whichever is earlier.
2. Upon payment of the 50% deposit, the booking of the facility will be confirmed. If the booking party fails to pay the deposit within the said seven (7) days, the booking will be deemed to have been cancelled.
3. The balance of 50% of the applicable rental rate is payable seven (7) days before the intended usage of the facility. Should the party fail to do so, the AIAC reserves the right to forfeit the 50% deposit paid.
4. The AIAC reserves the right to refuse the usage of the facility if payment is not received in full within the allotted time.
5. Parties shall only be allowed to amend their reservation for a maximum of three (3) times.
6. **Cancellation Policy for Bookings**
  - Any cancellation shall be made in-writing, and notified to the Centre not less than seven (7) days from the proposed date of the usage of the hearing room.
  - For cancellations of bookings that are made in less than seven (7) days before the hearing date, the following cancellation fees shall apply:
    - i) Cancellation made less than seven (7) days from date of reservation: 30% PENALTY shall be imposed.
    - ii) Cancellation made less than 24 hours' notice from the start of the reservation: 100% PENALTY shall be imposed.