






# RENTAL RATES



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**BANGUNAN SULAIMAN**

# AIAC RENTAL RATES

	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>Sapphire Room (Extra Large Room)</b>	50	3,680	2,300	5,865	3,680
Hearing Room with Advanced CRT**	50	4,530	3,265	6,715	5,600
Theater (Seminar Room)	100	2,530	N/A	4,000	N/A
Classroom / U-shape	30	2,530	N/A	4,000	N/A
<b>Emerald Series Room (Large Room)</b>		1,265	750	1,955	1,265
with Advanced CRT**	22	3,265	2,750	3,955	3,265
with CRT**		3,105	2,645	3,795	3,105
<b>Lotus Series Room (Medium Room)</b>		920	575	1,380	920
with CRT**	14	2,530	2,185	2,990	2,530
<b>Jasmine Series Room (Small Room)</b>	8 - 10	500	350	810	500
Bali Series Room (Breakout)	6	180	N/A	N/A	N/A
Bali Series Room (Breakout)	4	150	N/A	N/A	N/A
<b>Regent Auditorium</b>	200	3,800	N/A	4,900	N/A
<b>Sutera Room (Medium Seminar Room)</b>					
Theater	50	1,500	N/A	2,250	N/A
Private Dining	50	650	N/A	1,100	N/A
<b>Rafflesia Lounge</b>	80	650	N/A	1,100	N/A
<b>Pavilion Foyer (Outdoor)</b>	-	1,500	N/A	2,250	N/A
<b>Lavender Cafe</b>	100	1,200	N/A	1,600	N/A
<b>AIAC Studio</b>	3	500	300	800	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.

\*\*Court Recording & Transcription System

**RENTAL RATES INCLUDE:**



High-Speed Wi-Fi Internet Access



Exclusive Lounge Access for Arbitrators



Audio-visual and technical support



Individually secured rooms



Free-of-charge Parking



We provide all-inclusive conference recording setups and transcription. Whichever the scale of your event, from large conferences by big corporations, to private and social events, we possess the essential knowledge and experience in providing the best solutions for your needs.



Complimentary (for hearings):  
 - Coffee, Tea, Biscuits and Drinking Water  
 - Stationery and Writing Pads  
 - Whiteboard



Free Electric Vehicle (EV) Charging Station



SERVICES AVAILABLE	PRICING (RM)
<b>Web Seminars</b>	1000 (Full-day)
<b>Video Editing</b>	300 / first hour, 100 / following hours
<b>Video Conferencing (VC) / Hybrid</b>	300 / first hour, 100 / following hours, 600 / flat-rate per day (Business Hours)
<b>Call-conferencing</b>	Subject to destination charges, exclusive of 30% service charges
<b>Virtual Hearings</b>	300 / first hour, 100 / following hours, 600 / flat-rate per day (Business Hours) + 300 / administration of IT Services (dry-runs, pre-hearing tests, bridging connections included).
<b>Event Management - Hybrid or Physical Event</b> <i>Logistical assistance included but not limited to:</i>	
Event registration and ushering of guests/VIPs	400 per event
Coordination with 3rd party vendors	200 per event
Emcee services (subject to availability)	500 per day
Event Digital Backdrop Design	200 per backdrop
Digital Flyers and Digital Banners Design Fees	300 per page
<b>Court Recording and Transcription (CRT)</b>	Included in Room Packages for Sapphire, Emerald and Lotus Series Rooms
<b>Facebook Live/ YouTube Streaming</b>	500 (full-day)

**PRINTING**  
(Rental or Short-term Lease)

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

**FAX INCOMING/ OUTGOING**

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RM 1.20 per page (A4)

**CATERING SERVICES**

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Quotation available upon request

**SCANNING SERVICES**

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RM 0.50 per copy ( Colour or Black & White)

**PHOTOCOPYING RATES**

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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)  
 RM 0.50 per copy ( Colour Or Black and White)

**ADDITIONAL AV & AUXILIARY SERVICES**

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HD Projector (RM 360 / day)  
 Smartscreen (RM 500 / day)  
 Live Broadcast on Facebook (RM 500 / day)  
 Additional AV Equipment(s) / Furniture / Storage (RM 200 / day)

**DID YOU KNOW**

Our in-house tech team offers a one-stop solution for all your virtual and hybrid hearing needs! We can cater to a variety of specifications that can fit the requirements of all parties and tribunals.

# TERMS AND CONDITIONS

- 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.
- 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.
- Cancellation Policy for Bookings:**
  - Any cancellation and/or amendments to bookings shall be made in-writing, with notification to the Centre provided **no less than 7 working days** before the proposed date for the usage of the hearing room.
  - A 100% PENALTY shall be imposed for any cancellation and/or amendments to bookings that are made with **less than 7 working days** before the hearing date.
  - Any requests for exemptions from the terms above are strictly subject to extenuating circumstances supported by relevant documents and will require the written approval from the Director of the AIAC.
  - Parties shall only be allowed to amend their bookings (per invoice) for a maximum of two (2) times only with any such amendments made **no less than 7 working days** before the proposed hearing date.
  - All amendments to bookings are subject to availability.
  - No additional charges will be imposed for amendments made to the date of bookings PROVIDED THAT the amendments are made **no less than 7 working days** before the proposed hearing date.
  - Amendments to any confirmed bookings entailing the upgrading of a room type will be subject to applicable charges of the relevant upgraded room PROVIDED THAT the amendments are made **no less than 7 working days** before the proposed hearing date.
  - Requests for any downgrading of a room type for any confirmed bookings is **strictly not allowed** and the charges associated to the confirmed booking will subsist and continue to apply.
  - Requests for any change of time from Full Day Hearing to Half Day Hearing for any confirmed booking is **strictly not allowed**, and the charges associated to the confirmed booking will subsist and continue to apply.
- For parties with outstanding accounts, the AIAC reserves the right to refuse any room booking requests until payment of the outstanding amounts are received.
- 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).
- 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.
- Half-Day Rental:**
  - Applicable for use of hearing rooms from:
    - 9.00 a.m. to 1.00 p.m.; or
    - 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

- 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.
- 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.
- 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.
- The AIAC reserves the right to refuse the usage of the facility if payment is not received in full within the allotted time.
- Parties shall only be allowed to amend their reservation for a maximum of three (3) times.
- 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:
    - Cancellation made less than seven (7) days from date of reservation: 30% PENALTY shall be imposed.
    - Cancellation made less than 24 hours' notice from the start of the reservation: 100% PENALTY shall be imposed.