

TERMS AND CONDITIONS
RENTAL OF FACILITIES
SULTAN HAJI HASSANAL BOLKIAH
ISLAMIC KHAZANAH HALL

GUIDELINES ON RENTAL APPLICATIONS FOR ORGANISING EVENTS, FUNCTIONS AND ACTIVITIES AT BALAI KHAZANAH ISLAM SULTAN HAJI HASSANAL BOLKIAH (BKISHHB)

SUBMISSION OF APPLICATION FORM

1. Applicants may download the application form from our website www.bkishhb.gov.bn / <https://www.bkishhb-en.gov.bn/Visit/Venue%20Rental/Our%20Space.aspx> OR collect the application form at the BKISHHB Security Counter, located on the ground floor, during office hours.
2. Applicants are required to submit the application form along with an official request letter to BKISHHB at least two (2) months prior to the scheduled date.
3. Applicants are encouraged to conduct a preliminary visit to review the conditions and available spaces and facilities before submitting the application.
4. Applicants are required to submit the completed application form along with an official request letter stating the purpose of the event, function, or activity to the following address:

**Director
Balai Khazanah Islam Sultan Haji Hassanal Bolkiah
Simpang 26, Jalan Pengiran Babu Raja,
Bandar Seri Begawan BA2112,
Negara Brunei Darussalam**

5. Applicants may submit the application form and official request letter during the time as follows:

**Monday – Thursday and Saturday
8:00 am until 12:00 pm
1:30 pm until 4:00 pm**

**Or email to:
fasiliti@bkishhb.gov.bn**

Reminder:

The Counter for submitting application forms is closed on Friday, Sunday, and public holidays.

6. Applicants are required to complete the application form in full. Incomplete applications will not be accepted.
7. For any inquiries, applicants may contact our hotline at **+673 2220701 ext 151/154** or via email at **fasiliti@bkishhb.gov.bn**.

8. Rental payments must be made at least two (2) weeks prior to the use of the facilities using a Journal Voucher (JV) to the account title as shown below:

Fund Center : SA27A
Profit Center : SA27A00
Aktiviti : SA27A001001
Cost Centre : 1A0021
GL Account No. : 100601004 (Sewa Bangunan)

or by using **DEBIT OR CREDIT CARD ONLY** at the Finance and Store Unit Aduring office hours as follows
(Note: Payment procedures are as described in the invoice provided):

Day	Time
Monday to Thursday and Saturday	8.30 am - 11.00 am
	2.00 pm - 3.30 pm

9. Applicants must ensure that a payment receipt for the rental of facilities is obtained from BKISHHB.

RENTAL PERIOD

1. The Rental period will begin and end as stated in the rental application form. The duration of facility usage is eight (8) hours per day.
2. All rental must end no later than 4:30 PM, unless due to unavoidable circumstances, and prior approval must be obtained from the BKISHHB Management.
3. Arrangement and equipment setup is permitted one day prior to the event. **BKISHHB does not provide labor for equipment setup for applicants before or after the event.**
4. Facilities are available for use every day except Friday (i.e., from Saturday to Thursday only).

RENTAL RULES AND REGULATIONS

1. Users are required to wear appropriate and modest attire at all times.
2. Bringing weapons, sharp objects, cigarettes, lighters, vape, alcoholic beverages, pets or any items considered potentially harmful or damaging to the BKISHHB building is strictly prohibited.
3. Users are prohibited from entering offices and other areas beyond the requested facilities and amenities applied for, as specified.
4. Users are required to maintain cleanliness inside and outside the facilities used, including restrooms and parking areas, during and after the event, function, or activity. Should there be any cleanliness issues after using the facilities, the BKISHHB Management will impose charges based on the cleaning fees claimed by the Cleaning Service Provider.

5. Applicants must ensure that users take care of the rented facilities and equipment to prevent damage or loss. Applicants will be held responsible for the costs of replacement and repairs for any BKISHHB facilities or equipment that are damaged or lost during the event, function, or activity. Claims will be subject to the prices charged by the respective company, supplier, or contractor.
6. Applicants are not allowed to alter, move, or install anything that could damage the equipment, facilities, or the original condition of the rented space. Additionally, applicants are prohibited from making any electrical wiring connections without prior approval. Any such requirements must first obtain approval from the BKISHHB Management.
7. Applicants are responsible for ensuring that borrowed equipment and facilities are returned to their original locations in an organised and orderly manner immediately after use.
8. Applicants are responsible for ensuring the safety of users or participants during the event, function, or activity. BKISHHB Management shall not be held liable for any injuries, accidents, damages, losses, or thefts that occur during the event.
9. BKISHHB Management reserves the right to cancel the approval for the rental of facilities and equipment at any time if the applicant is found to have failed to comply with the regulations and violated the terms and conditions set.
10. Applicants are required to notify the BKISHHB Management of any cancellation of the rental application no later than seven (7) days before the event date, so that the facility can be made available for other applicants.
11. Payment will **NOT** be refunded if the application is cancelled less than seven (7) days before the event date.
12. BKISHHB Management reserves the right to alter or cancel any approved rental due to unavoidable circumstances, without providing an alternative facility as a replacement.
13. Priority for the use of facilities and equipment at BKISHHB is subject to availability.
14. Applicants are required to share the event program schedule with BKISHHB no later than 14 days before the event, function, or activity takes place.
15. Applicants are only allowed to hold events, functions, or activities that have been approved by the BKISHHB Management. Any entertainment activities such as playing music, singing, or dancing are strictly prohibited. Applications for private or personal events such as engagement ceremonies, weddings, prayer sessions, and similar gatherings are also not allowed. Facility rental is not permitted for political gatherings or any activities prohibited by the Government.

16. Applicants are required to inform the BKISHHB Management in the initial application if they intend to hold a rehearsal. Rehearsals are only allowed once (1). If there is a need for more than one (1) rehearsal, it will be subject to facility availability and approval from the BKISHHB Management.
17. The applicant or the applicant's representative is required to be present during the installation of audio/visual equipment.
18. All provided facilities, such as lighting and PA systems, are operated/controlled by the applicant.
19. BKISHHB is not responsible for the unloading and setup of equipment that does not belong to BKISHHB (if applicable). Such unloading and setup work is the responsibility of the applicant.
20. BKISHHB Management reserves the right to make any changes or additions to the rules and conditions as deemed appropriate from time to time.
21. Events or functions involving food and beverages are not allowed in the Auditorium Hall and Conference Room. The Special Exhibition Area may be used for catering purposes, subject to a rental fee. Catering for the event is the responsibility of the applicant.
22. Internet access is provided free of charge to the applicant only. The applicant is required to arrange their own internet access for purposes such as live broadcasting and others.

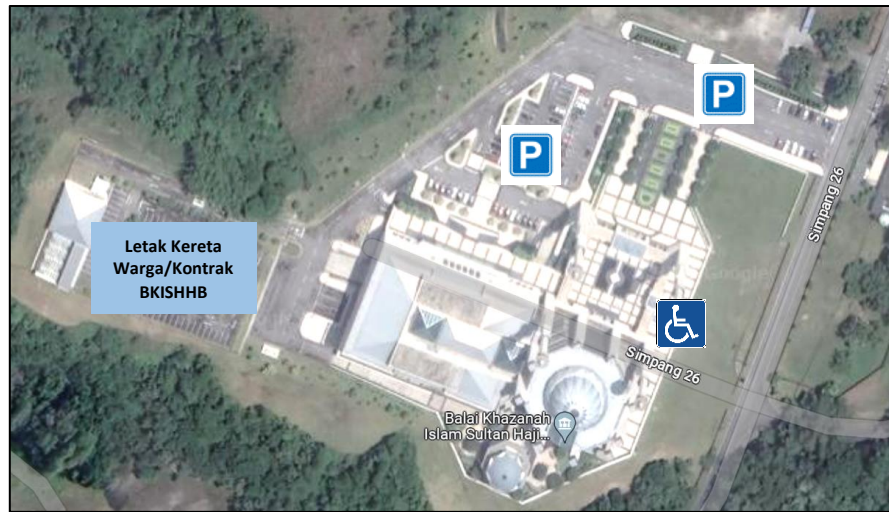
AVAILABLE EQUIPMENT

The available equipment that can be borrowed for use is as follows:

- Round table – 15 units (1 table can seat up to 10 people)
- Rectangle folding table – 15 units
- Banquet chairs – 150 units
- Projector – 1 set
- Portable speaker – 2 units

PARKING AREA

There are two (2) parking areas available, which can accommodate approximately 160 parking spaces, and they are spacious enough to accommodate large vehicles such as buses. BKISHHB also provides two (2) designated parking spaces for Persons with Disabilities (OKU). For large events that may lead to insufficient parking, applicants are encouraged to carpool or arrange for a shuttle bus service.

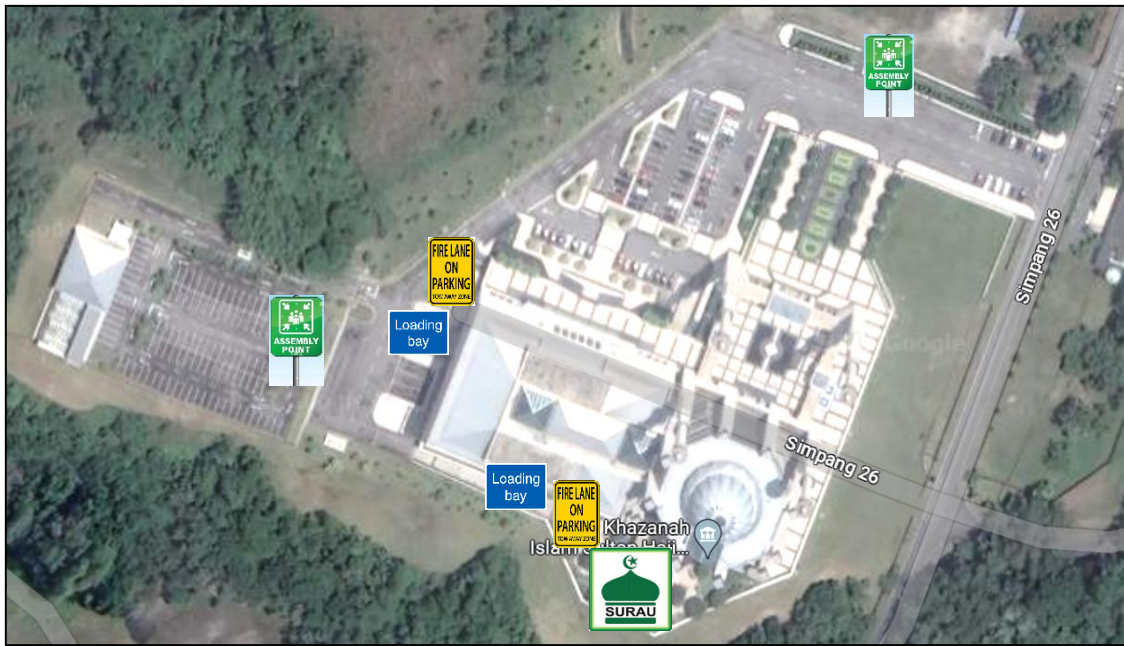


ADDITIONAL INFORMATION

In terms of safety, the BKISHHB building is equipped with the following facilities and methods (refer to the map):

- Surau – located at the rear of the building
- Treatment and Nursing Room – located on Level 1
- Emergency boxes on each floor of the building
- Fire protection system within the building
- Emergency assembly points
- Fire engine parking area
- Loading area at the side and rear of the building

Location Map



Legend:



- Surau



- Assembly Point



- Loading Bay



- Fire Engine Parking Area



BORANG PENYEWAAN FASILITI DAN KEMUDAHAN
FACILITY AND EQUIPMENT RENTAL FORM

Cara Pembayaran / Payment Method

Baucar Pembayaran / Journal Voucher ☐

Kad Credit/Debit / Credit/Debit card ☐

Lain-lain / Others: _____

NAMA JABATAN / PEMOHON DEPARTMENT/APPLICANT NAME																																																							
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JUMLAH BAYARAN SEWA BND(\$) TOTAL RENTAL PAYMENT(\$)																																																							
PENGAKUAN PEMOHON / APPLICANT'S ACKNOWLEDGEMENT Saya mengaku bahawa maklumat yang diberikan di atas adalah benar dan bersetuju mematuhi syarat dan peraturan yang ditetapkan oleh Balai Khazanah Islam Sultan Haji Hassanal Bolkiah I acknowledge that the information provided above is accurate and agree to comply with the terms and conditions set by the Balai Khazanah Islam Sultan Haji Hassanal Bolkiah <div style="display: flex; justify-content: space-between;"> <div> _____ Tandatangan Pemohon / Applicant Signature </div> <div> _____ Tarikh Permohonan / Date of Application </div> </div>																																																							
UNTUK KEGUNAAN PEJABAT / FOR OFFICE USE																																																							
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ULASAN REMARKS	<input type="checkbox"/> Dibenarkan / Allowed <input type="checkbox"/> Tidak Dibenarkan / Not Allowed Nota/Note: _____																																																						

Peringatan/Reminder:

- Borang Permohonan hendaklah dihantar ke Pengarah BKISHHB untuk proses pertimbangan dan kelulusan selewat-lewatnya **Dua (2) bulan** sebelum tarikh penggunaan.
*The application form must be submitted to the Director of BKISHHB for consideration and approval at least **two (2) months** before the intended date of use.*
- Keterangan lanjut sila hubungi +673 2220701 ext 151/154 atau emel ke alamat: fasiliti@bkishhb.gov.bn.
For further information please contact +673 2220701 ext 151/154 or email to: fasiliti@bkishhb.gov.bn.