The following document will form the basis of a contract between the requesting department and Khadamat Facilities Management LLC

|  |  |
| --- | --- |
| Date of Event: |  |
| Name/Title of Event: |  |
| Number of Faculty, Staff, Students, Visitors attending: |  |
| Proposed Location of Event (Building/Room Nos. etc) | |
| Option 1: | Option 2: |
| Details of Event: | |
| Names/details of any outside contractors/agencies providing services for the function: | |
| UAEU Point of Contact: Name- Tel No- | |
| UAEU Budget Holder Details : Name- Tel No- | |

\*Please note that a permit to work is required for any additional service that requires **Electrical works, Working at heights, confined space, hot work or any other contractual work.**

* **This is For Your Information only**

|  |
| --- |
| * **Additional services required** |
| Space requirements if location is unknown: |
| Special requirements: (e.g. additional power sockets, additional seating, banner/poster hanging etc |

**For Khadamat Facilities Management LLC (Internal Use):**

|  |  |
| --- | --- |
| Space available: 􀀀 Yes 􀀀 No | |
| Estates Dept agreement: 􀀀 Yes 􀀀 No | |
| Safety/Fire Safety Dept agreement: 􀀀 Yes 􀀀 No | |
| Additional Requirements Available: 􀀀 Yes 􀀀 No | Approx Cost: |
| Additional Security required: 􀀀 Yes 􀀀 No | Approx Cost: |
| Additional Cleaning Services required: 􀀀 Yes 􀀀 No | Approx Cost: |
| Porterage/Labour required: 􀀀 Yes 􀀀 No | Approx Cost: |
| Event Manager details: Name- Tel No- | |

**Khadamat Facilities Management LLC undertake to provide the following services on behalf of the UAEU:**

|  |  |
| --- | --- |
| Date of Event: |  |
| Name/Title of Event: |  |
| Location: |  |
| Cost of Event | AED: |

Signed by

On behalf of Khadamat Facilities Management LLC

The \_\_\_\_\_\_\_\_\_\_\_\_\_\_Department agrees to the costs AED\_\_\_\_\_\_\_\_\_\_ provided by Khadamat Facilities Management LLC.

Signed by

On behalf of The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department - UAEU