

RULES AND REGULATIONS FOR HIRE OF  
THE KUALA LUMPUR AND SELANGOR CHINESE ASSEMBLY HALL

Spaces available for hire include:

Hall/ Conference Room/ Auditorium and MCPA

1. Method of Applications

- a) Persons of all races may apply to hire the Hall/Conference Room/Meeting Room and MCPA. All applications for the use of the Hall must be in writing on the prescribed printed form stating the purpose of the usage. The decision of the Management of the Hall on the approval or rejection of the application shall be final and no reason need to be given for the said decision.
- b) The completed application form shall be forwarded to

THE KUALA LUMPUR AND CHINESE ASSEMBLY HALL

NO. 1, JALAN MAHARAJALELA,  
50150 KUALA LUMPUR.  
TEL: 03-22746645 FAX 03-22724089

- c) Interested persons may obtain the application form from the Secretariat of the Hall at the following hour.  
Monday to Saturday: 9:00 am to 5:00 pm

2. Hiring Period

- a) Hall : 9:00am to 12:00 midnight
- b) Conference Room / Auditorium / MCPA : 9:00am to 11:00pm

3. Fees

- a) Hall
- b) Conference Room / Auditorium / MCPA  
(Please refer to the Rental List )

4. Additional Charges

- a) In the event that the Hirer wishes to use the hall for exhibition or function which requires heavy consumption of electricity, such as machineries exhibitions, the Hirer is responsible for the electricity expenses for the exhibition. The Management of the Hall shall have the discretion to decide whether an exhibition requires heavy consumption of electricity or not.
- b) The Hirer shall only be allowed to use the interior part of the Hall (downstairs).
- c) The Hirer shall be responsible for the disposal of all rubbish inside and outside the Hall (including stage, walls, drains, floor, etc) and shall in any event after use, return the hall to the Management in a good condition and as clean as before hiring. In the event that the Hirer does not clean the Hall immediately, the Management of the Hall has the right to authorize workers to clean the Hall, in which event the cleaning charges shall be paid by the Hirer. In the event that there is any property of the Hirer or agent remaining in the Hall, Conference Room, Auditorium, MCPA and/or Stage, the Management may remove the said property for causing inconvenience to the management and the expenses incurred in removing thereof shall be borne and paid by the Hirer.

5. Deposits & Fees

- a) The deposit shall be paid within three (3) days from the date of notification of approval. In the event that the Hirer does not pay the deposit within the stipulated time, the notification of approval shall be void and of no effect.

- b) The deposit shall not form part of the hiring fees.
- c) The Hirer shall pay the deposit and the fees not less than thirty (30) days before the date of hiring. If the Hirer does not pay the deposit and the fees within the stipulated time, the Management of the Hall has the right to rehire the Hall/Conference Room/Auditorium/Stage MCPA concerned to other Hirers.
- d) In the event of a request for cancellation or change of the date of hiring by the Hirer, the deposit shall not be refunded, but 70% of the fees will be refunded. In the event of change of the date of hiring been approved by the Management, the Hirer shall pay deposit again and the differential sum of the fees thirty (30) days before the date of hiring.
- e) Any balance due to the Hirer after deduction charges or compensation for damages to the Hall's property equipment or building, if any, shall be refunded without interest to the Hirer. In the event of the deposit being insufficient to pay the various changes or consumption as aforesaid the Hirer shall pay the difference sum within seven (7) days the bill for such difference sum has been rendered to him. In the event that no deduction is made, the Management shall refund the deposit (without interest) to the Hirer within thirty (30) days.
- f) The deposit of the spaces per day are as follow
  - i) Hall : RM 2000.00
  - ii) Conference Room/ Auditorium : RM200.00
  - iii) MCPA : RM500.00

Note: The deposit shall be the same for members and non-members of the hall.

6. The Hirer Hereby Covenants As Follows

- a) The Hirer or his agent after the period of hiring has expired, shall remove his properties before 8:00am on the following day from the hired space. Failing to do so shall render the Hirer liable for the hiring fees until all the property is removed.
- b) The Hirer shall be responsible for the safety of his properties left in the premises. The Management shall not be responsible for the safety of the Hirer's properties.
- c) The Hirer shall not transfer the hiring nor sublet the premises or any part thereof.
- d) The Hirer shall make his own arrangements and preparations for the decoration in the premises. A fee will be charged if additional time is taken for the purpose aforesaid (Please refer to the Rental List).
- e) The Hirer shall not drive in bolts, nails, tacks, screws, nails, pins or other like objects into walls or pillars of any part of the premises nor cause any placards or poster or other objects be fixed thereto. No banner, flags, bunting, emblems or other decorations of any kind shall be put at the main entrance of the Hall or any part of the premises unless prior permission has been obtained from the Management. If the activity requires permission from the relevant authorities, the Hirer shall obey the rules and apply accordingly to obtain the approval from the relevant authorities. A copy of the notification of approval shall be rendered to the Management of Hall.
- f) The Hirer shall not permit or suffer any drunkenness or immoral or disorderly conduct in the Hall.
- g) No. additional lights or extensions from the existing light fittings shall be fixed used or made without the prior consent of the Management to avoid over-loading of power supply, short-circuit or other accidents.
- h) The Hirer shall be responsible for all damages to the premises and to any property of the Hall occurring during the period of hiring or while persons are entering and leaving the Hall pursuant to the hire, however and by whomsoever caused.

- i) The Management is not liable for any injury, death, loss or damage suffered or incurred by the Hirer or any other persons during the period of hiring due to whatsoever reasons or causes.
- j) The Hirer shall be responsible for the loss or damage to any property or loss, damage or injury suffered by any person or persons during the hiring arising from failure of electricity supply, leakage of water, fire, government restriction or act of God which may cause the Hall to be temporarily closed or the hiring to be interrupted or cancelled and the Hirer shall be liable for losses incurred by the Management and shall indemnify the Management against any claim which may be made by other hirers or persons in respect of any such loss, damage or injury.
- k) The Management shall not be responsible for any loss or damage during the hiring due to failure of supply of electricity, leakage of water, fire, government restriction or act of God which may cause the Hall to be temporarily or the hiring to be interrupted or cancelled. The Management accepts no liability for losses and damages suffered by the Hirer and the Hirer shall make no claim for such losses or damage.
- l) The Hirer shall ensure that good order is maintained in the premises during the hiring and the Management may if it thinks fit, engage police constables or other security personnel to preserve order during or after the hiring and the expenses incurred thereby shall be borne and paid by the Hirer.
- m) In the event that the Hirer breaches the agreement or infringes relevant law, the Management has the right to terminate the hiring forthwith. The Management may at any time terminate the agreement by giving oral or written notice to the Hirer, in which event the Hirer may apply to be refunded part or the whole amount the fees and the Management will decide accordingly. The loss and damage resulted from the termination of hiring shall be the sole responsibilities of the Hirer.

#### 7. Notices

Any written notice from the Management shall be deemed to have been served if sent by ordinary post to the Hirer at the given address or by leaving such written notice at the given address.

#### 8. Rules and Conditions

- a) All Hirers shall read and agree to observe the Rules and Conditions imposed by the Management and abide by them before signing the application for hiring to the Management.
- b) The Hirer shall only use the space for the purposes stated in the application.
- c) The Hirer shall carry out the activities in accordance with the law. If necessary, the Hirer shall first obtain the approval from authorities concerned for activities such as concerts, dance, meeting or assemblies in the Hall and submit a copy of such approvals to the Management. The Hirer shall be held legally responsible should there be any infringement of any relevant laws.
- d) The Hires shall not use the Hall for any illegal activities or activities which cause nuisance or social insecurity.
- e) Any temporary receipt issued by the Management shall not be taken as a final decision as to hiring.
- f) The Hirer shall not use the Hall for funeral purposes or for placing any coffin.

#### 9. Amendment Of The Rules

The Management reserves the right to amend the rules at any time without prior notice to the Hirer. The Hirer shall not object to any amendment and the Management shall not be responsible for any

inconvenience or loss incurred by the Hirer nor shall the Management indemnify the Hirer against any loss arising out of the amendment.