

**PERSATUAN SUKAN CHINWOO SELANGOR DAN KUALA LUMPUR
CHINWOO ATHLETIC ASSOCIATION SELANGOR AND KUALA LUMPUR**

STADIUM CHINWOO, JALAN HANG JEBAT, 50150 KUALA LUMPUR, MALAYSIA.

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RULES FOR USE OF THE CHINWOO AUDITORIUM

1. Foreword

All applications for the use of the auditorium shall be made in writing and submitted for the approval of the Management. Telephone or verbal application is not acceptable. The management reserves full rights to decline any application without assigning any reason.

2. Understand of Rules & Conditions

All applicants must accept and abide to the Rules and conditions for use of the Auditorium.

3. Liability

3.1 The Management Office or the legal owner of Chinwoo Athletic Association Selangor And Kuala Lumpur (abbreviated as “the Association” below) shall not be liable to indemnify any loss or losses whatsoever arising out of accidents, damage and injury, death, disruption of electricity current and or water supply or unpredictable causes or events.

3.2 Rights and authority of Management Office: Officers and representative of the management office may enter the Auditorium during the tenancy at any time for routine duties and inspection.

4. Deposit

All applicants must pay RM1,000 for the booking of The Chinwoo Auditorium. The Management may ask for additional amount in case of necessity.

Deposit is refundable, free of interest, only after the Management Office is satisfied that no defacement or damage has occurred to the Auditorium in whole or in part thereof during the tenancy.

5. Rental

Rental fees shall be paid in full not later than two weeks before the rental date. Rental fees are not refundable.

Rental fees are as follow:

D a y	T i m e s	R e n t a l
5.1 Saturday, Sunday, & Public Holiday	Full day (12 hours) First 4 hours	RM3,900 RM2,600
5.2 Monday to Friday	Full day (12 hours) First 4 hours	RM3,200 RM2,000
5.3 Exceeding Hours (or part hour exceeding 15 minutes)	Per hour	RM 300

6. Cleaning Charges

6.1 The tenant should pay cleaning charges of RM400 per day.

- 6.2 The cleaning charges are only for the cleaning of the auditorium before and after the function, and taking care of the toilet during the event.
- 6.3 The tenant shall be responsible to remove their own equipments, decorations and catering leftovers, etc. immediately after their function.
- 6.4 The management office may impose additional cleaning charges in case of necessity.

7. Rehearsal, decoration

- 7.1 Tenant may rent the Auditorium for rehearsal or decoration and preparation for function:
 - 7.1.1 Without air-conditioning & stage lighting:
 RM200 per hour for Saturday, Sunday, & Public Holiday;
 RM150 per hour for weekdays.
 - 7.1.2 With air-conditioning & stage lighting: RM300 per hour.

8. Performance Packages

- 8.1 Performance packages are available on request and prior arrangement only.
- 8.2 Performance sets are as follows:

	Set	Duration	Charges
8.2.1	Dragon dance, Wushu Performance	approx. 20 minutes	RM 1,000
8.2.2	Lion Dance, Wushu Performance	approx. 15 minutes	RM 900
8.2.3	Wushu Performance	approx. 15 minutes	RM 800
8.2.4	Chinese Orchestra Performance	approx. 20 minutes	RM 800
8.2.5	Dancing Performance	approx. 10 minutes	RM 500
8.2.6	Gu Zheng Performance	approx. 10 minutes	RM 500
8.2.7	Singing	approx. 10 minutes	RM 500

9. General Conditions

- 9.1 The applicant shall be required to pay the deposit within three days from the date of notification of approval. In the event of requesting for cancellation or postponement, the payment will not be refunded.
- 9.2 Only after the applicant had paid the deposit, the booking of the Auditorium is then officially confirmed. Any balance due to the user, after deducting Auditorium Fees, other charges and/or compensation for damages to the property of the Association, if any, shall be refunded to the user 14 days after the rental of the Auditorium. In the event of the deposit being insufficient to pay for the various charges, the tenant shall pay the difference as soon as a bill is rendered to them.
- 9.3 Unless the relevant Auditorium Fees and Cleaning Charges have been totally paid either by cash or current cheque 14 days before the rental of the Auditorium, no applicants will be allowed to use the Auditorium. If the applicant failed to do so, The Management shall have the power to cancel the application and all the amount that had been paid will not be refunded.
- 9.4 The tenant can submit their postponement request in writing to The Management when necessary. The service charge on postponement commence upon receiving of the **written request** as follows:
 - If exceeding 90 days before the original rental date for first postponement, no service charge applies.

- If within 90 days before the original rental date for first postponement, service charge will be RM200.
 - If within 60 days before the original rental date for first postponement, service charge will be RM300.
 - If within 30 days before the original rental date for first postponement, service charge will be RM500.
 - For second postponement, service charge will be RM500.
 - The tenant shall only postpone their rental dates not more than 2 times; otherwise, their deposit will be forfeited.
- 9.5 Rental fees paid shall cover the use of the existing sound system and stage lighting. The Management office shall provide a technician with no additional charge to operate the relevant installation. The tenant is **not allowed** to move or use or operate the sound system and stage lighting installation without prior permission of the management office.
- 9.6 The tenant shall have to pay the electricity charges at RM50 per hour if they made use of the electricity supply of the Association; especially when they bring in their own sound system and/or lighting facility.
- 9.7 For rental hours in between 12 midnight and 7a.m. on the same day, the tenant should pay additional overnight charges of RM300 per night.
- 9.8 In the event if there are any articles remaining in the Auditorium after the time of rental, additional Auditorium Fee will be charged accordingly without notice being given. The Management reserves the right to have such articles removed if they cause inconvenience to the next user. As such, the management shall not hold responsibility for any damage or loss of the articles.
- 9.9 Any food caterer engaged by the tenant of the Auditorium for any function shall NOT litter food remnants or rubbish within the premises of the Association. Otherwise the Management shall charge for any cost incurred in clearing such food remnants or rubbish.
- 9.10 The Auditorium shall not be used for any illegal activities. All users shall observe the Rules and Conditions imposed by the Management and the local Authorities at all times. Failing which, approval for use will be withdrawn forthwith.
- 9.11 The tenant shall make their own arrangements and preparations in the Auditorium and Auditorium Fee is chargeable according to the time taken for arrangements and preparations (Refer to No.7). The tenant shall not paste any posters or drive in any nails into the walls, parquet floor or pillars, or attach any objects to any part of building or facilities of the Association.
- 9.12 The tenant shall be responsible for any damage to the property of the Association, and shall repair all such damages or pay reasonable compensation for the damages done.
- 9.13 Any notice from the Management shall deem to have been served if sent by ordinary post to the applicant at the given address.
- 9.14 Smoking is strictly prohibited in the Auditorium.
- 9.15 The tenant shall get prior approval from the Management, before placing any banners, buntings and of any other form of publicity materials at the main entrance of the Auditorium.

- 9.16 The tenant of the Auditorium shall firstly obtain permit(s) from the Local Authorities (especially Police, DBKL, etc.) for theatre holding functions such as shows, cultural concerts or meetings, and submitting valid copy of the permit(s) to the Management. Failing which, the Management shall reserve the right to unilaterally cancel the tenancy. The tenant shall hold full legal responsibility should there be any infringement of laws.
- 9.17 The tenant shall hire RELA or members of uniformed groups according to the request of the Management to maintain public order during the events. The Management shall hire RELA on behalf upon request by the tenant, and the tenant should have to pay for the costs incurred.
- 9.18 Unless expressly stated otherwise, all fees or other sums payable or any other consideration provided, or to be provided, under or in connection with these rules, are Goods & Services Tax (GST) exclusive. Upon the GST coming into effect in April, 2015 or such other time as shall be determined by the relevant authorities, the Tenant shall pay to the Association, in addition to the rental & other charges stipulated herein, the GST of 6% which shall be payable beginning from April, 2015 or such other time or new rates as shall be determined by the relevant authorities.
- 9.19 All applicants shall read and observe the Rules and Conditions imposed by the Management and agree to abide by them before submitting a signed application for the use of Auditorium in the prescribed Form as attached.
- 9.20 Other minor conditions not stipulated in these rules may be communicated to the tenant by the Management verbally or in writing, the tenant shall accept them unconditionally.
- 9.21 From time to time, amendments, additions or deletions to these rules may be made by the Management in case of necessity.

Amended on 23th August 2015
Effective from 1st October 2015

TENANT CONFIRMATION

I / We _____ hereby declare that I / we have read, understand fully and also agree with the rules, terms & conditions as specified by your Management Committee.

Signature : _____

Date : _____