

# Brief Information On KLSCCCI's Renting Venue

## **SEMINAR ROOM**

<i>Floor</i>		1 <sup>st</sup> Floor
<b>Measurement</b>	Seminar Room	214.27 sq. m. <i>or</i> 2,306.38 sq. ft. (25.9 m. X 8.273 m.)
	Refreshment Area	138.28 sq. m. <i>or</i> 1,488.43 sq. ft. (16.6 m. X 8.33 m.)
	VIP Room	24.95 sq. m. <i>or</i> 264.68 sq. ft. (5.46 m. X 4.57 ft.)
	<b>Total :</b>	<b>377.50 sq. m. <i>or</i> 4,063 sq. ft.</b>
<b>Theatre Style (Max.)</b>		240 pax
<b>Classroom Style (Max.)</b>		110 pax

<b>Rental Rate of Seminar Room</b>			
DURATION	RENTAL RATE*(ii)		REMARKS
	DURING OFFICE HOURS*(i)	NON-OFFICE HOURS / SUNDAYS / PUBLIC HOLIDAYS	
Half Day (9 a.m. to 1 p.m. or 1 p.m. to 5 p.m.)	RM 800/-	RM 1,100/-	1. Security deposit for renting Seminar Room is RM 2,000.00 2. Facilities: a) Tables & Chairs b) White Board c) Projector Screen <b>(RM400)</b> d) Basic Sound System e) Air-conditioning
Full Day (9 a.m. to 5 p.m.) <sup>(1)</sup>	RM 1,200/-	RM 1,500/-	
Every Subsequent Hour Or Part Thereof	<sup>(2)</sup> RM 100/- <sup>(3)</sup> RM 150/-	RM 150/-	

<sup>(1)</sup>Rental for Saturday full day (9.00 a.m. to 5.00 p.m.) is RM1,500.  
<sup>(2)</sup>Rate of extension period for office hours.  
<sup>(3)</sup>Rate of extension period for non-office hours.

\*Remarks: (i) Office hours – Monday to Friday: 9.00 a.m. – 5.00 p.m., Saturday: 9.00 a.m. – 1.00 p.m.  
(ii) The above rental is subject to change without prior notice.

**\*The above rate is effective from 1<sup>st</sup> June 2018.**

**THE CHINESE CHAMBER OF COMMERCE & INDUSTRY OF  
KUALA LUMPUR & SELANGOR (KLSCCCI) (No. 190 Selangor)**

**TERMS AND CONDITIONS FOR LETTING OF SEMINAR ROOM**

**1 APPLICATION**

1.1 Completed application form shall be forwarded to:

**KLSCCCI  
7<sup>TH</sup> FLOOR, WISMA CHINESE CHAMBER  
258, JALAN AMPANG  
50450 KUALA LUMPUR  
Tel: 03-4253 2135 Fax: 03-4253 2520**

1.2 All applications to rent the Seminar Room must reach the KLSCCCI Secretariat at least thirty (30) days before the proposed date of letting. KLSCCCI reserves the right to approve or reject any application made.

**2 LETTING HOURS**

2.1 Mondays to Fridays between 9:00 a.m. and 5:00 p.m.  
Saturdays between 9:00 a.m. and 1:00 p.m.

**3 CHARGES**

3.1 The following are applicable for

(I) Rental rate on Office hour

Half day (9:00 a.m. to 1:00 p.m. OR 1:00 p.m. to 5:00 p.m.)	RM800
Full day (9:00 a.m. to 5:00 p.m.)	RM1,200

\*Saturday is subject to Non-office hour rate

(II) Rental rate on Non-Office hour

Half day (9:00 a.m. to 1:00 p.m. OR 1:00 p.m. to 5:00 p.m.)	RM1,100
Full day (9:00 a.m. to 5:00 p.m.)	RM1,500

(III) Rental for every subsequent hour or part thereof:

Office hour : Monday to Friday: 9:00 a.m. – 5:00 p.m.,	RM100
Saturday : 9:00 a.m. – 1:00 p.m.	

Non-Office hour	RM150
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3.2 When submitted application to rent the Seminar Room, the applicant should pay 10% deposit. If applicant fails to pay deposit, KLSCCCI reserves the right not to open the Seminar Room for the applicant for any activity.

3.3 All charges shall be settled at least fourteen (14) days prior to the date of letting failing which KLSCCCI reserves the right to cancel the letting arrangement, forfeit the Down Payment, and shall be at liberty to let the Seminar Room to other persons. If applicant fails to pay full payment and security deposit fourteen (14) days prior to the function date, KLSCCCI reserves the right not to open the Seminar Room for applicant for any activity.

3.4 All charges shall be settled at least fourteen (14) days prior to the date of letting failing which KLSCCCI reserves the right to cancel the letting arrangement, and shall be at liberty to let the Seminar Room to other persons.

3.5 The charges stipulated in paragraph 3.1 also include charges for the use of air-conditioning, conference sound system, general lighting facilities, tables and chairs.

**4. RULES TO BE COMPLIED WITH**

4.1 The Licensee shall use the Seminar Room in accordance with the purpose stated in his application and shall keep and maintain the Seminar Room, its furnishing, all appliances and fixtures therein in good and proper order and condition.

4.2 For activity to be held in the Seminar Room, where licence / approval from the police or other authorities are required, a copy of such licence shall be submitted on the eve of the conference. The Licensee shall be fully responsible for non-compliance thereof.

4.3 The Licensee shall at his own expenses arrange the tables & chairs and decorate the Seminar Room premises. Additional charge will be imposed if additional hours are required for the aforesaid purposes.

4.4 The Licensee shall not carry on conduct or cause to be carried on or conducted any unlawful or immoral activities or any form of activities repugnant to public order and conduct at the Seminar Room.

4.5 The Licensee shall not drive in bolts, nails, tacks, adhesives or bills into wall or pillars of the Seminar Room premises nor cause any placards or posters be fixed thereto. No flags, bunting, banner, emblems or other decorations of any kind shall be put at any part outside the premises without prior permission from KLSCCCI. If any of the decorations need to be displayed, the Licensee must submit a complete design for approval. If the display requires a licence from the relevant authorities, the licensee shall apply accordingly to the relevant authorities and a copy of the licence must be submitted to KLSCCCI. The Licensee shall be responsible for the licence application at his own costs and expenses. The Licensee shall indemnify and keep indemnified KLSCCCI against all losses arising from non-compliance thereof.

4.6 No additional lights or electrical power points shall be fixed without the prior consent of KLSCCCI. This is to avoid over-loading of power supply, which may result in power break down or accidents.

4.7 The Licensee shall be responsible for his properties left at the Seminar Room. KLSCCCI shall not be held responsible for the security of the Licensee's properties.

4.8 The Licensee shall not transfer or assign his letting arrangement or sublet the Seminar Room.

4.9 KLSCCCI reserves the right to terminate the use of the Seminar Room if the Licensee does not comply with the terms and conditions of letting. KLSCCCI reserves the right to cancel the letting arrangement by giving verbal or written notice. All unutilized letting charges will be refunded to the Licensee without prejudice to the remedies by KLSCCCI against the Licensee for breach of the rules thereof.

4.10 No food or refreshment shall be served in the Seminar Room. Food and drink only allowed to serve at refreshment area.

4.11 No smoking is permitted in the Seminar Room.

**5. SECURITY DEPOSIT**

- 5.1 Upon confirmation of booking by KLSCCCI, an applicant shall pay a security deposit at the rate of RM2,000.00 per day for the number of days or part thereof which the Applicant wishes to rent let the Seminar Room at least fourteen (14) days prior to the proposed letting date failing which KLSCCCI reserves the right to cancel the letting arrangement and KLSCCCI shall be at liberty to let the Room to other persons.
- 5.2 The security deposit does not form part of the letting charges.
- 5.3 In the event of any request for cancellation or change of the letting date by the Applicant, the Down Payment paid shall not be refunded, but the Security Deposit will be refunded. If the change of the date is approved by KLSCCCI, the Applicant shall apply by filling in a new application form and pay the necessary Down Payment, Rental Charge and Security Deposit fourteen (14) days before the new letting date.
- 5.4 The security deposit would be refunded without interest within thirty (30) days after the letting of the Seminar Room subject to there being no damage to the Seminar Room premises. KLSCCCI reserves the right to use the security deposit to make good any damage or undertake any replacement caused by the Licensee and refund whatever balance of the security deposit to the Licensee. If the security deposit is insufficient to pay for the repair charges, KLSCCCI reserves the right to forfeit the security deposit and the Licensee shall pay the balance of the repair charges.

**6. INDEMNITY**

- 6.1 The Licensee shall indemnify KLSCCCI against all claims arising from accident, damage, injury, death, power failure, water cuts and force majeure in connection with the use of the Seminar Room.

**7. AMENDMENT TO THE TERMS AND CONDITIONS**

- 7.1 KLSCCCI reserves the right to amend any of the above clauses without notifications. The Licensee shall not object to any changes made and KLSCCCI shall not be responsible for any inconvenience caused to indemnify the Licensee against any losses arising out of the amendments.

**8. DEFINITIONS**

- 8.1 In these rules the following words and expressions shall have the meaning assigned to them in the manner following: -
- (a) "Applicant" means the person who makes an application to KLSCCCI for approval to let the Seminar Room;
  - (b) "KLSCCCI" means The Chinese Chamber Of Commerce And Industry Of Kuala Lumpur And Selangor, its secretariat or management or such other person responsible for the management and letting out of the Seminar Room; and
  - (c) "Licensee" means a person who has received approval from KLSCCCI to let the Seminar Room and who has made all relevant charges pertaining to such letting.