

活动空间申请表格 Application Form For Hall Rental

名称 Name : _____

社团 Organization 商号 Company 个人 Individual 学生 Student

联络人 Contact person: _____ I/C No.: _____

地址 Address: _____

联络方式 Contact Number : _____ 传真 Fax: _____

邮箱 Email: _____ 用途 Purpose: _____

租用日期 Date: _____ 租用时间 Time: _____ 租借费用 Fees: _____

租借器材 Equipment: _____ 器材费用 Equipment Rental: _____

注意事项 / Rules to observe:

1. 租借本堂场地者，需向警方申请准证，若无相关准证，违背法纪后果自负。 Applicants shall be responsible for obtaining proper and relevant police permits, and shall be responsible for whatever consequences arisen upon failure to obtain such documents.

2. 其他细节、条规，参照「林连玉基金场地租借细则」。 Other by-laws and regulations shall refer to Rules and conditions for rental of LLG Cultural Development Centre Berhad.

申请人签署 Signature of Applicant

(团体/商号请盖印并由主管人加签 Please insert seal and signature for Organizations and Companies)

日期 Date:

林连玉基金填写栏 To be Completed by LLG Cultural Development Centre Berhad

批准 Approved 不批准 Not Approved 津贴 Allowance: _____

主任签名:

日期:

付款方式:

支票/汇票请志名“林连玉基金”或“LLG CULTURAL DEVELOPMENT CENTRE BERHAD”，直接汇款者，请将款项汇至林连玉基金大众银行户口（Public Bank:3155631331），再将单据传真至 03-21422487 或电邮至 info@llgcultural.com

Payment Methods:

1. By Cheque/bank draft: Payable to ‘**LLG CULTURAL DEVELOPMENT CENTRE BHD**’
2. Bank in to our Public Bank account, A/C No. **PBB 3-155-631-331**, LLG Cultural Development Centre Bhd. Please send the bank-in slip with your name and phone number to us via **fax 03-21422487** or email: **info@llgcultural.com**
3. By Cash: Please hand in cash with appended submission form in person to our office at 5th Floor, and please insist on getting a receipt after payment is made.

于 9/8/2014 林连玉基金第九届董事会常务董事会议通过

Approved by Executive Board Meeting, 9th August 2014

于 21/4/2018 林连玉基金第十届董事会会议通过

Approved by Board of Director Meeting, 21st April 2018

林连玉基金空间租借条规

Venue Hire for LLG Cultural Development Centre

1.0 宗旨 Objective:

林连玉基金秉持取之社会，用之社会精神，开放本会空间以供社会活动之用途，以鼓励各类文空间文教与社区活动之推动，从而打造社会人文空间，使本会成为社区中重要的文化基地。

LLG Cultural Development Centre is a non-profit organisation that rely on public support and donation. Herewith, we are obliged with openness policy, which is encourages any kind of cultural, educational and communal activities, for serving as an entity of civil society.

2.0 优惠 (非营利文教团体) Discount for non-profit cultural & educational Organisation:

- a) 经审核确认该组织与申请人为非营利文教团体
an eligible and verified non-profit cultural & educational organisation
- b) 申请用途为非营利文教相关之活动
to organise non-profit cultural & educational activity
- c) 需经过本会主席/副主席/执行长推荐方有 15%的折扣。
The Hirer is subject to a 15% discount from our Chairman/Vice-Chairman/COO's commendation.

3.0 收费表 Charge:

场地 Venue	租金 Rental	原价 Normal (RM)	非营利文教团体 Non-profit Cultural & Educational Organisation (RM)	会员 (个人) Member (Individual)	学生团体 School Society	基本设备 Facilities
活动空间 Activity Hall	首 4 小时 First 4 hours	600	400	300	100	A. 白板 Whiteboard B. 2 支麦克风 2 Mics C. 椅子 Chairs D. 桌子 Folding table E. 冷气 Air-Cond
	其余每小时 Additional hour	60	60	60		
	全天 (12 小时为限) Whole Day (Max 12 hours)	900	700	500		
注: 活动空间订金为 RM300。 活动空间最多容纳 120 人。 预订时需缴付按金 RM300。 投影机费用 RM300。 联办活动需支付场地费 RM200。 假期、星期日、晚上须另付工作人员超时津贴费: 半天 RM60; 一天 RM90				Remark: Activity Hall : Max 120 pax. Deposit : RM300. Projector fee : RM300 . Co-organising Activities will charge rental fee RM200. Holiday, Sunday and night time will be charged with technician allowance: Half day RM60 Whole day RM90		

4.0 退租条例 cancellation

- a) 承租者不得随意取消预订。唯在理由充足之下，可作不超过 1 次展期要求，否则本会有权没收订金及已缴交之费用。
All deposits are non refundable. With a substantial reason, the Hirer can postpone 1 time, or else deposit will be forfeited.
- b) 订金将在场地使用后 1 个月内退还有关承租者。
The deposit will be refunded within 1 month after of event date.
- c) 凡欲退租者，须由承租者在 1 个月前书面通知本会取消租用，方可领回订金，否则本会将没收订金。
Cancellation of confirmed booking shall submit in writing 1 month before. Failing to do so will result in forfeit of deposit.

5.0.其他条例 Others

- d) 不可在租用地点燃烧东西或吸烟。
Burning and smoking are prohibited within the premise.
- e) 严禁在租用地点进行违法活动，有关活动如须警方批准，承租者须自行申请准证。
Illegal activities on the premise will not be tolerated. Police permit shall be applied by the Hirer if needed.
- f) 若租用期间发生财物破坏，承租者须照市价赔偿。
The Hirer is responsible for any damage to the Venue furniture and equipment. Any costs of making good any damage will be charge to the Hirer.
- g) 本会有专员负责控制灯光及音响，未经批准，不得擅自移动或使用灯光及音响设备。
The Venue technician will be in charge of lighting and equipment. Moving equipment without approval is prohibited.
- h) 不准任意丢弃残余食物、饮品容器等弃用物品于租用场地内外，否则本会将订金中另扣除清洁费 RM200。租借者需将所有垃圾和弃物装入垃圾袋绑妥，自行丢入大型垃圾桶内（Mirama Hotel 右侧路边）。
After the event, the Hirer must ensure that the premise and the access routes are left in a tidy condition to the satisfaction of the Venue technician, or else RM200 cleaning fee will be charged. The Hirer(s) must clear all rubbish by using rubbish bags and disposing them properly in dustbins located by the right side of the Mirama Hotel road side.
- i) 本会负责人有权随时检查或阻止违反租约的活动。
The Venue retain the right to inspect or terminate the misrepresentation event.
- j) 承租者若需悬挂花牌、布条等于场地内外或进行舞台布置，得获本会负责人批准：用后须当日清除干净，否则本会计算其清除费。
Bunting and banner hanging and stage decoration of event shall be discussed and approved by the Venue, and the Hirer should be responsible for picking up at completion of event.

- k) 禁止承租者进行追悼会、宗教聚会或有伤风化之表演。
Memoir, ritual and unethical activities are prohibited.
- l) 本会无须承担任何因租用场所可能引起之刑责，包括在租用场地发生之意外、损坏、受伤、死亡或其他不可预料之意外事件。
The Venue will not accept responsibility for any loss or damage to any articles, or injure or death of any personnel or guests, or any other unforeseen circumstances.
- m) 凡租用本会场地不得超过晚上 2300。
The event may NOT extend after 2300.
- n) 若租用场所的电流中断，本会将不给予任何赔偿。
The Venue will not accept responsibility for electricity breakdown during event.
- o) 倘若承租者使用场所的性质与申请表格内所填写的性质不相同，本会可即刻取消其租用权，一切费用皆不退还。
The Venue reserves the right to terminate hire based on the breach of any terms, conditions and policies.
- p) 凡用本会场地而要采排者，每小时租金无冷气为 RM50，有冷气 RM100，时间得由本会安排。
Rehearsal is allowed prior arrangement with the Venue, and it will be charged with RM50 per hour (w/o air conditional) or RM100 per hour (with air conditional).
- q) 本会如有特殊需要必须收回场地使用时，应于使用日一星期前通知租借者放弃使用，租借者不得异议或要求赔偿，已缴费用无息退还或延期续用。
Change of venue is allowed if Venue has been given sufficient notice 7 days before the date of rental, the rental fee and deposit paid is allowed to transfer.
- r) 租借者必须先细读和同意遵守本会的租借条规，签署[林连玉基金活动空间申请表格]后则同等于接受本会出租场地的细则及所有条件。
All Hirers shall read and agree to observe the Rules and Conditions imposed by the Venue and abide by them before signing the application for hiring to the Venue.
- s) 本会有权拒绝任何租用申请，无须给予理由。
The Venue reserves the right to reject any rental application without giving any reason.

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