

Terms and Conditions for Rental of the Dewan Mutiara

1. Liability

The Management Office or the legal owner of the Dewan Mutiara shall not be liable to indemnify 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.

Right and Authority of Management Office:

1.1 The Management Office reserves the right to revoke or cancel or refuse rental at any one time and thereby return without interest deposit and rental fees.

1.2 Officers and representative of the Management Office may enter the Hall during the tenure at any time or one time for routine duty and inspection.

1.3 Amendment to the rules and regulations may be made without prior notice given to the tenant.

2. Visiting

Tenant may under escort visit and inspect the Hall and its installations, fixtures and appliances during office hours given below:

Monday to Friday 9:00am–1.00pm

2.00pm–6.00pm

Saturday 9:00am–1.00pm

3. Booking Form may be obtained during office hour

Complete Forms together with a deposit must be returned within two weeks to the Management office of Dewan Mutiara.

4. Booking Fee and Hall Security Deposit

A Booking Fee of **50% of the rental** will be collected together with the submission of the Booking Forms.

Hall Security Deposit is refundable free of interest only after the Management Office is satisfied that no defacement or damage has occurred to the Hall in whole or in part thereof during the tenure. The Management shall have the power and authority to siphon the hall security deposit or portion of it thereof to cost of repair or Replacement of any appliances damaged during tenure in whole or in part thereof to and whatsoever remain out of the hall security deposit will be returned to the tenant. In the event that the hall security deposit could not cover the cost of repair or replacement of appliances, the tenant shall be responsible for the reminder cost to the repair or replacement.

租用珍珠大会堂细则

1. 保障

珍珠大会堂或业主，无须对任何因租用本会堂所引起之起诉，或因租用本会堂而造成之意外、受伤、死亡、电流中断、水供中断、及其它一切不可预测之意外事件或损失，负起任何责任。

本会堂有权：

1.1 于任何时候，取消租用者之租用权，并免息退还已缴付之抵押金或租金。

1.2 派员于任何时刻进入租用之会场视察或执行彼等之职务。

1.3 于未通知租用者之情形下，对本会堂细则任何条文作出增删。

2. 参观

有意租用本会堂者，可于下列办公时间内，亲临本会办事处，由本会办事处职员带领参观礼堂及其设备。

星期一至星期五 9:00am–1.00pm

2.00pm–6.00pm

星期六 9:00am–1.00pm

3. 预订

有意预订会堂者可于办公时间内，向办事处索取申请表格。申请者须将填妥之申请表格，连同抵押金，于两星期内，交至办事处方为有效。

4. 预定金与抵押金

申请者必须预付租金的50%作为预定金，此笔款项必须于申请时缴清。

抵押金于本会堂认为会堂或其它设备未受租用者损坏时，将全数免息退还。本会堂有权将此抵押金作为修缮或更换任何由租用者造成之损坏部份，并将余额免息退还予租用者。若所须支付之修缮费超越租用者所缴之抵押金数目，本会堂有权将此抵押金没收，而租用者必须支付其余不敷之修缮费。

5. Rental

Rental fee shall be paid up in full not later than one(1) month before the event date.

Rental fee shall not be refundable.

5.1 Charge for dinner, banquet Gatherings, seminar , show performance or exhibition as:

(A) Dewan Mutiara

-Weekend and Public Holiday	RM2,800 (4 hours)
-Friday	RM1,960 (4 hours)
-Monday to Thursday	RM1,400 (4 hours)

(B) Function Room

-Weekend and Public Holiday	RM300 (4 hours)
-Friday	RM210 (4 hours)
-Monday to Thursday	RM150 (4 hours)

5.2 (a) **RM 300.00** per hour for Dewan Mutiara every subsequent hour exceeding thereafter.

(b) **RM 40.00** per hour for Function Room every subsequent hour exceeding thereafter.

(Note: For the purpose of counting, a quarter of an hour is counted as an hour.)

6. Cancellation of Booking

Cancellation is not advisable. Postponement with adequate reason may be made (valid within **6 months** from the date booking) not more than once. Otherwise, deposit may be confiscated.

7. Return of Hall Security Deposit

The Management Office shall within **30 days** from day of tenure without interest refund hall security deposit to the tenant once upon satisfied that no damage or defacement has occurred and or after adequate and proper repair has been made or the relevant appliances have been replaced or proper and adequate compensation has been made.

5. 租金

租用者所应缴付之会堂租金款项，必须全数最迟在租期30天前一次缴清，所缴之会堂租金将不被退回。

5.1 喜庆宴会、演出或展览用途收费如下：

(A) 大会堂

- 星期六、日及公共假期首4个小时租金为 RM2,800
- 星期五首4个小时租金为 RM1,960.
- 星期一至星期四首4个小时租金为RM1,400.00

(B) 会议室

- 星期六、日及公共假期首4个小时租金为 RM300
- 星期五首4个小时租金为 RM210.
- 星期一至星期四首4个小时租金为RM150

5.2 超时收费如下：

(A) 大会堂每小时RM300。

(B) 会议室每小时RM40。

(超时15分钟至1小时，皆以1小时计算)

6. 租用者取消预订

租用者不得随意取消预订。惟在理由充足之下，可被允许作不超过一次之展期要求。租用者就有关展期须以书信给予通知，另选日期须从缴交抵押金算起**6个月**内给予确定，逾期者本会有权没收其抵押金及已缴交之全部租金。

7. 退还抵押金

本会堂将由租用之日期算起**30天**后，将抵押金或部份抵押金免息退还予租用者，其条件为本会堂认为租用者并未对本礼堂或其它场所造成任何损坏，或有关租用者已完成修缮，或已更换所有损坏之部份，或已作出足够的赔偿。

8. Rules and Regulations to be observed

8.1 Cigarette smoking is prohibited in the hall.

8.2 Tenant shall provide workers to remove bottles, drinks containers, polythene bags, straws, tables and chairs etc., from the Hall immediately after show performance or activities. The Management shall have the power and authority to engage workers at a charge to the tenants to clean up the Hall if found not yet being done at the end of expiratory hour.

8.3 Tenant shall be responsible for cost incurred for repair to the Hall in whole of in part thereof to and the immediate vicinity damage and defacement occurred during the tenure.

8.4 The Hall shall not be used for any illegal activities.

8.5 With the exception of wedding banquets, tenant must produce Police Permit, a xerox copy of which shall be submitted to the Management Office, without which the Management Office shall have the power and authority to revoke Booking and the tenant shall assume full responsibility arising thereof for loss of deposit and rental charges.

8.6 No nail shall be applied at any where therein the Hall or damage the fixtures and appliances in the Hall. Tenant shall responsible for such damage or defacement.

8.7 Funeral, mourning and memorial service or pomp shows are prohibited.

8.8 Guests are not allowed to dance on the stage.

8.9 Pets are not allowed.

9. Installation

9.1 The Management Office may arrange for request relevant installation with additional charges, tenant is not allowed to move or use or operate the sound system and stage lighting installation without permission by the Management Office.

10. Panel Caterers/Decorators/Deejay

10.1 To avoid damages to Dewan Mutiara Facilities, which may cause unnecessary compensation charge to Hirer(s), a list of Friendly Link is provided for your selection.

10.2 Caterers recommended by Hirer(s) **MUST** register with Dewan Mutiara **IN ADVANCE**.

11. For the hall rental/ equipment rental information, please refer to **Confirmation For Hiring Dewan Mutiara**.

8. 应遵循之条例

8.1 会堂内严禁吸烟。

8.2 租用者须指示其工作人员于活动过后清理所有垃圾、布置物件、宴会用之碗碟等。否则本会堂有权派人员负责清洁工作，而有关清洁费，概由租用者支付。

8.3 租用者须负责修缮或更换因租用本会堂而造成之损坏部份，包括租借地点以外之一切场所。

8.4 租用者不得利用本会堂进行任何非法活动。

8.5 除了喜庆宴会（例如，婚宴、寿宴或其他类似宴会）外，其他活动将视情况所需，须向警方申请准证。租用者须事先将一份经证实之准证复印本交至办事处，作为备查用途。任何申请准证手续所需费用皆由租用者自行承担。

8.6 租用者布置时，不得任意敲钉或损坏本会堂设备。违反者须负起赔偿损坏之责。

8.7 禁止租户在本会堂内举行追悼会、法会、或艳舞表演等。

8.8 禁止来宾上台跳舞。

8.9 动物禁入。

9. 设备

9.1 本会堂可代安排其他设备(另收费)。非经本会堂负责人批准，承租者不可擅自移动或使用有关之灯光及音响。

10. 承办宴席之酒家名单

10.1 为了避免让珍珠大会堂为现有设施造成不必要的损失和租用者赔偿损失，本会堂将提供承办酒家名单以供选择。

10.2 不在名单内的酒家，需先向本会堂提出申请，获批准后，方可在本会堂承办酒席。

11. 出租场地/用具租金，详情请参阅**租用珍珠大会堂订单**。