

USAGE GUIDELINES FOR APPLICANTS**BOOKING OF VENUE**

- 1.1. Requests for venue use may be made up to six (6) months in advance; a minimum of ten (10) working days is requested. Requests are made by completing the "Venue Use Application".
- 1.2. Booking is only confirmed when applicant receives a confirmation e-mail from ngeow.siewmei@thinkcity.com.my and when full payment is made. Once booking is confirmed, all efforts will be taken by all parties to avoid changes.
- 1.3. The Company reserves the right to reject and/or cancel any Venue Use Application without ascribing any reasons.
- 1.4. Bookings are not transferable.

CHARGES & PAYMENTS

- 2.1. Charges imposed for Venue Usage are as follows:
 - 2.1.1. Administration Fee (For commercial activities. Non-refundable).
 - 2.1.2. Rental Fee (For commercial activities. Non-refundable).
 - 2.1.3. Refer to Rate Cards (A1/commercial & A2/non-commercial) for latest rates.
 - 2.1.4. Security deposit to be made upon booking confirmation. Refer to Rate Cards for fees (Refundable).
 - 2.1.5. Total charges are due upon approval. Payment is to be settled no later than seven (7) working days prior to the event start date specified in the Venue Application Form.
 - 2.1.6. Scheduled setting-up and dismantling days are chargeable.
- 2.2. In the event the Tenant fails to make any of the payments as stated above within the stipulated time, the Company shall deem the Application to be cancelled and at liberty to rent the Venue to any other party without referring to the Tenant.

ALCOHOL POLICY

- 3.1. You may be granted the privilege of serving or making available alcoholic beverages. If this privilege is granted, the following policies must be observed:
- 3.2. The host or host group sponsoring the activity in the Building assumes all responsibility for observance and enforcement of the alcohol use policies.
- 3.3. Alcoholic beverages to be served are to be provided only by the host or host group.



ALTERATIONS & RENOVATIONS

- 4.1. Do not make any alterations in or additions to the Venue without the prior written consent of the Company being first had and obtained.
- 4.2. The Company reserves the right to request for security deposits to be deposited prior to granting its consent to Tenant and such deposit will be returned to Tenant upon the completion of the renovation and full satisfaction by the Company that the renovation did not cause any damage to the Venue and Building, in any manner whatsoever and the renovation was completed in accordance with all applicable rules, regulations, by-laws and laws.
- 4.3. The Company shall be entitled to forfeit the security deposit and to claim any shortfall from the Tenant if the security deposit is insufficient to rectify, restore the Venue and/or the Building to its original state.
- 4.4. Do not carry out anything which will or may infringe any of the laws, by-laws or regulations made by the appropriate authorities affecting the Venue and/or the Building during and prior to the Event.

FACILITIES USE

- 5.1. Use of premises is restricted to those indoor facilities and to those times specified in the approved Venue Use Application. Facilities use must be terminated at the agreed upon time.
- 5.2. Tenant should be particularly cautious with food and beverages to avoid spills or stains.
- 5.3. No alcoholic beverages shall be served or made available during the leased period unless prior permission is granted by the Company. Refer Clause 3 for Alcohol Policy.
- 5.4. Smoking is not permitted in RUANG by Think City or on its grounds.
- 5.5. Noise must be kept within acceptable limits at all times so as to not disturb the neighbours.
- 5.6. No cooking in the venue is permitted.
- 5.7. There will be no security control of the display items going in or out of the event area. RUANG by Think City will not be held responsible for any loss or damage to the display items/products or belongings, suffered by the organizer, during or after the event.

NUISANCE

- 6.1. Do not use the Venue or any part thereof for any unlawful or immoral purpose and do not carry out any act which may become a nuisance to or give cause for reasonable complaint from the occupants of neighboring premises and/or the Building.



PUBLICITY

- 7.1. Do not use the 'RUANG by Think City' name as the sponsoring organization in any advertising or promotional material for Tenant's event or activity unless express permission is given. Do not publish RUANG by Think City's telephone number as the number to call for event information.
- 7.2. Banners are not permitted to be displayed on the external building, except with a DBKL permit obtained by the Tenant.
- 7.3. Placing stickers, signs or posters anywhere within the OCBC Building without prior approval are prohibited.

VACATING OF THE DEMISED PREMISE

- 8.1. Enlist cleaning services or self-clean to ensure the rented space returns to its original condition.

OBLIGATIONS OF THE TENANT

- 9.1. To observe and comply with all directions, rules and regulations issued by the Company from time to time in regard to the security, maintenance and management of the Building.
- 9.2. Not to obstruct, damage, mark, deface or allow to be obstructed, damaged, marked or defaced the various entrances, stairways, corridors, passages, lift and all other common areas in and around the Building.
- 9.3. All refuse, rubbish or waste material shall be disposed at the designated rubbish disposal bins or facilities and you shall take all reasonable steps not to litter any part of the lift or the Venue or the Building in the process of such disposal. Do not place or leave in the entrances, stairways, corridors, passages, lift and all other Common Areas of the Venue or the Building any boxes, goods, items, rubbish or otherwise encumber or obstruct the same and shall keep the Venue in a clean and sanitary condition.
- 9.4. In reference to 9.1.2. and 9.1.3., the organizer will also have to bear any charges levied by RUANG by Think City for damages caused to the property, flooring or for debris not cleared away.
- 9.5. Do not use the Venue to keep and/or store/or display/or distribute any items, substances or materials in breach of any by-laws, laws, enactments, directives, rules and regulations currently enforced and/or hereinafter enforced by the proper authorities or which will cause an increase in the insurable risk of the Venue. Particularly, do not keep, store and/or permit to be kept incense, joss sticks, oil lamps, weapons, arms, ammunition, gunpowder, saltpeter, kerosene and/or any other combustible or inflammable substances in the Venue.
- 9.6. Items that are for sale, display or distribution must be non-explosive and not easily combustible in nature.
- 9.7. You are responsible for purchase of insurance in regard to your own property, chattels and goods stored in the Venue. This includes public liability insurance for events involving exterior



SCHEDULE B

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participants and coverage must cover duration of said event as well as the preparation time in the lead up to the event.

9.8. Do not use the Venue for any purpose other than as agreed by the parties hereto.

9.9. Prior to the commencement of the Tenant's business / activity, the Tenant shall at his own cost and expenses obtain all approvals from all the proper authorities to carry out the Tenant's business / activity at the Venue.

9.10. To indemnify Think City, RUANG by Think City and the Management against all claims, demands, costs and expenses to which they may be subjected to as result of loss, damage or injury to any person(s) while passing or visiting their displays during the event.

By checking the box the undersigned hereby confirm having read and fully understand the terms and conditions contained above and hereby accept the same.

Check here

Name of Applicant: _____

Signature: _____

Date: _____

