

VENUE USE APPLICATION

Thank you for your interest in using RUANG by Think City, 2/F OCBC Building, 2 Jalan Hang Kasturi Kuala Lumpur. We aim to be the center for community-based activities in historic downtown Kuala Lumpur and would be happy to host your event at this Art Deco colonial building.

This application contains:

(A) Rates for Space and Facilities.

(B) Booking Form.

(C) RUANG by Think City Usage Guidelines for Applicants (please read carefully)

(A) RATES

Rate calculation:

1. For non-commercial use: Security deposit (refundable)
2. For commercial use: Admin fee + rental rates + add ons (non-refundable)

Refundable deposit (upon satisfactory clean-up & restoration of space): RM300 (by cash or cheque, made out to Think City Sdn Bhd). Deposit to be submitted to the Ruang by Think City office.

See rental rate card (Schedules A1 & A2).

(B) BOOKING FORM

DATE OF APPLICATION

Month Day Year

DETAILS OF APPLICANT

- Full Name *

First Name Last Name

- IC number of applicant/organizer *

- Company/Organization (Registered Name) *

- Company registration number *



- Company's registered address *

- Company's GST registration number (if applicable) *

- Contact number *

- E-mail address *

EVENT DETAILS

- Name of programme/ event *

- Purpose of programme/event *

- Estimated number of pax *

- Start date of use (including setup) *

 Month Day Year

- End date of use (including teardown) *

 Month Day Year

- Comments (if any):

- Start time (including set up) *

 Hour Minutes

- End time (including tear down) *



Hour Minutes

- Comments (if any)

- Equipment rental

PA system with 4 microphones @RM880 per day

Please attach your event programme/agenda and return with the booking form.

(C) GUIDELINES OF USE

See Terms for Usage by Applicants form (Schedule B).

