

RATES FOR SPACE AND FACILITIES

This airy, flexible space located on the 2nd floor of the handsome Art Deco OCBC Building in historic downtown Kuala Lumpur is ideal for commercial rental including for product launches, educational seminars, lectures, photo shoots, and other corporate events.

VENUE		CONDITIONS	
Capacity	180 pax	Seated (flexible)	<i>Set up of furniture and equipment will incur a charge of RM100</i>
	200 + pax	Seated & Standing	

RENTAL RATE

Tuesday to Thursday	Hourly	RM 300	<i>100% surcharge when used between 8pm-12midnight</i>
	4 – hour block	RM 1,000	
	Full day	RM 2,000	
			<i>50% to be paid 30 days before event</i>
Friday, Saturday, Sunday	Hourly	RM 500	<i>The next 50% to be paid 7 days before rental begins</i>
	4-hour block	RM 1,800	
	Full day	RM 3,000	
Administrative Charges		RM 300	<i>A one off administrative charge to be paid when rental begins</i>

Deposit <i>(refundable after the event if no damage is incurred)</i>	Hourly/Half-Day	RM 200	<i>Full deposit is required 30 days before rental begins</i>
	Full day	RM 500	
Cancellation Policy			<i>No refund on first 50% of rental rates for cancellations less than 30 days prior to start of rental.</i>
			<i>100% refund on deposit</i>
Sound Equipment <i>(inclusive of technical personnel)</i>	Per day (for 8-hour block)	RM 880	



SPECIAL NOTES

- Facilities include use of the following furniture & equipment (see attached images):
 - ✓ 100 chairs
 - ✓ 15 tables
 - ✓ 20 partition/exhibition display boards
 - ✓ 4 stand fans
 - ✓ Projector screen
 - ✓ Air conditioning
- Opening hours (inclusive of set up and tear down):
 - 10am – 6pm (Tuesday to Friday)
 - 12noon – 8pm (Saturday & Sunday)
 - Closed on Monday and public holidays.
- Please note that the floor is a mix terrazzo with patches of cement. You are advised to bring in your own carpet or linoleum if you need to cover the floor. As this is a historical building, renter may not secure the floor (or walls) with nails or anything that will permanently damage or mark the floor (or walls).
- Our address: 2nd Floor, Urbanscapes House (OCBC Building), 2 Jalan Hang Kasturi, 50050 Kuala Lumpur

For rental enquiries please email Siew Mei at: ngeow.siewmei@thinkcity.com.my

