

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 workshops, classes, lectures, film screenings, exhibitions, and other 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	Half day (4 hours)	RM 100	<i>100% surcharge when used between 8pm-12midnight</i>
	Full day (8 hours)	RM 200	
	> 1 week	25% discount	
			<i>50% to be paid minimum 21 days before event</i>
Friday, Saturday & Sunday	Half day (4 hours)	RM 150	<i>The next 50% to be paid one week before rental begins</i>
	Full day (8 hours)	RM 300	
	> 1 week	25% discount	
Sound Equipment <i>(inclusive of technical personnel)</i>	Per day <i>(one time charge for half or full day rental)</i>	RM 880	<i>50% to be paid 30 days before event</i> <i>The next 50% to be paid on the day the rental begins</i>

Deposit:			
1. Exhibitions and other events requiring use of partitions/display boards	RM 1,000		<i>Deposit is required to secure booking.</i>
2. Other events/activities	RM 300		
<i>(refundable after the event if no damage is incurred)</i>			
Cancellation Policy		<i>No refund of deposits for cancellations less than 30 days prior to start of the event</i>	
		<i>No refund for equipment rental fee 3 weeks prior to the event</i>	



Product Sales	10% on retail price	<i>Compulsory for all retail elements that are not part of a fundraising drive</i>
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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 Mondays 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 (formerly OCBC Bank), 2 Jalan Hang Kasturi, 50050 Kuala Lumpur

For rental enquiries please email Siew Mei at: ngeow.siewmei@thinkcity.com.my or call the Ruang office at: (03) 2022 1697

