

## VENUE USE APPLICATION

Thank you for your interest in using RUANG by Think City, 2/F Urbanscapes House (formerly 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) + rental rates
2. For commercial use: Admin fee + rental rates + add ons (non-refundable)

Refundable deposit (upon satisfactory clean-up & restoration of space): RM300 for venue, RM 1,000 for venue + use of exhibition panels (by cash or cheque, made out to Think City Sdn Bhd). Payments (including 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).

