



吉隆坡廣東義山

THE ASSOCIATION OF KWONG TONG CEMETERY MANAGEMENT KUALA LUMPUR

Acceptance Letter

WISMA KTC Rental Regulations

(Note: Please read these regulations carefully and sign)

1.1 Authority and Powers of the Board of Directors, KTC

1.1.1 KTC shall not be liable for any legal action, whether criminal or civil arising from the use of the Banquet Halls' Auditorium or other basic amenities. Namely any accidents, injuries, deaths, interruptions of electricity, air-conditioning, or water supply, malfunctions of audio or lighting systems, or any other unforeseeable incidents and losses arising.

1.1.2 If the Tenant has violated of these regulations or engaged in any illegal activities, KTC reserves the right to immediately terminate the usage of the venue.

1.1.3 Tenant shall not prevent any KTC staff or security from entering the premises to inspect or perform their duties.

1.1.4 Tenants must engage the Board's registered sound and technical control personnel. Additional charges will apply.

1.1.5 Tenants must settle all payments for venue rental, sound & visual technical control personnel and cleaning services at least two (2) weeks (14days) prior to the event. Failure to make full payment within the deadline shall be deemed as the Tenant's own cancellation with no right to dispute.

1.2 Others Regulations

1.2.1 Rental of the Banquet Hall and Auditorium must be applied using the official application form and approved in writing by the KTC. The organizer must comply with Clause 1.1.5 in order to confirm usage.

1.2.2 If the Banquet Hall or Auditorium becomes unusable due to flood, fire, natural disaster, or restrictions imposed by Government or Local Authorities, Tenant shall not claim any form of compensation from KTC.

1.2.3 All items placed in the Banquet Hall or Auditorium are to be kept at the tenant's own risk. KTC is not responsible for the safety, damage, or loss of such items.

1.2.4 Tenants' must remove all personal items immediately after post-event. KTC reserves the right to dispose any of items left behind without any liability or obligation for compensation.

1.2.5 Smoking and Vape is strictly prohibited within buildings premises.

1.2.6 CCTV security cameras operate 24 hours inside and outside the Wisma KTC to ensure visitor safety.

1.2.7 Parking is Free at Wisma KTC. KTC is not responsible for the safety, damage, or loss of vehicles.

1.2.8 Any forms of fireworks are strictly prohibited in both Banquet Hall and Auditorium.

1.2.9 All audio-visual content namely music, song, VCR used must be in compliance with copyright laws of Malaysia.

1.2.10 All forms of drilling, nailing, use of adhesives, or any act that causes damage to the venue's facilities are strictly prohibited.

1.2.11 Illegal activities are strictly forbidden within the premises.

1.2.12 If an event requires approval from government authorities (e.g., police or local councils), the tenants' must obtain and submit the official approval letter to the KTC management office prior to the event. KTC shall not be held legally responsible for any failure to comply with such legal requirements.

1.2.13 In the event of any violation of these rental regulations, the KTC reserves the right to immediately terminate the rental without notice.

1.2.14 KTC reserves the right to amend these regulations at any time without prior notice.

1.2.15 Main entrance of the building is for office access only. All Banquet Hall visitors (including for loading/unloading purposes) must use the side glass entrance located beside the Ba Li Xian Banquet Hall Restaurant. This regulation does not apply to events held in the Auditorium.

1.2.16 Office hours are Monday to Friday, 8:30 AM – 5:00 PM (lunch break 12:00 PM – 1:00 PM), and Saturday, 8:30 AM – 1:00 PM.

I/We hereby agree to comply with the Venue Rental Regulations of Guangyi Building as set by the Board of The Association Of Kwong Tong Cemetery Management Kuala Lumpur.

Signature: _____

Name: _____

Position: _____

Date: _____

Stamp/Seal: _____

WismakteSEC/EV/LCH/F03July2025