



1. Rules and Regulations for Banquet Hall, Auditorium, and Basic Amenities at WISMA KTC

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, or fatalities resulting from the use of the facilities; disruptions to electricity, air conditioning, or water supply; malfunctions of the sound or lighting systems; or any other unforeseen incidents or losses.

1.1.2 If the tenant has violated any of the rental regulations or involved in illegal activities, KTC reserves the right to immediately terminate the usage of the venue. KTC also retains the power to revoke, refuse, or cancel any agreement at its sole discretion.

1.1.3 Tenants shall not obstruct or prevent any personnel or security staff appointed by the Board of Director KTC from entering the venue to perform their official duties.

1.2 Hall Rental- Terms and Conditions

No.	Venue	Foot Square	Rental (RM)
1	Banquet Hall 1	7,351	RM7,000.00
2	Banquet Hall 2	10,963	RM11,000.00
3	Banquet Hall 3	7,309	RM7,000.00
4	Auditorium	4,784 (288 Seats)	RM2,500.00

1.2.1 The rental period for the Banquet Halls', Auditorium and Audio-Visual room is limited to SIX hours per session, which includes Two hours for setup and Four hours for the event and post-event cleaning.

1.2.2 Tenants' may use the following basic facilities within the SIX hours period, namely, restrooms, parking area, basic sound system, and LED screen.

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

1.2.4 Additional charges also apply for cleaning services, sound and lighting control personnel, and the rental of Banquet Tables and Chairs.

1.2.5 Any inquiries can walk in to Wisma KTC during office hours or download the application form and regulations from the official website: www.ktc.org.my.

1.3 Security Deposit

1.3.1 A refundable kitchen cleaning deposit of RM3,000.00 is required for Banquet Hall's. Only BANK DRAFTS are accepted.

1.3.2 The following fees must be paid in full at least 14 days prior to the event:

- Banquet Halls' Rental Fee
- Cleaning fee
- Kitchen cleaning deposit (Bank Draft Only)
- Sound and lighting control personnel fee

1.3.3 All payments must be made via Direct Bank In to the following bank account:

The Association of Kwong Tong Cemetery Management Kuala Lumpur
United Overseas Bank (UOB Bank)

Account No.: 2563 006 562

****KTC Do Not Accept Cash Payment****

1.4 Others Regulation

1.4.1 Once a booking is confirmed, it is strictly prohibited tenants to subletting Banquet Hall or Auditorium.

1.4.2 Any natural disasters, fire, flooding, or restrictions imposed by government agencies resulting the venue unusable, tenants or individuals' shall not claim any compensation from KTC.

1.4.3 KTC is not responsible for the safety, damage, or loss of any items placed in the Banquet Halls and Auditorium. Tenants' shall remain the sole responsibility.

1.4.4 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.

1.4.5 Smoking and Vape is strictly prohibited within the building premises.

1.4.6 To Ensure guest safety, Wisma KTC and its surrounding areas are under 24-hour security surveillance.

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

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

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

1.4.10 Illegal activities are strictly forbidden within the premises.

1.4.11 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.

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

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

By

Board Of Directors',

The Association Of Kwong Tong Cemetery Management Kuala Lumpur.

July, 2025

Any Inquiry Please Call Property Department 03-2141 0838

Or

Walk In Administration Office, Wisma KTC

No.18, Jalan Dewan Bahasa, 50460 Kuala Lumpur.