华文版本

1. 吉隆坡廣東義山<廣義大厦>場地租借规章

（备注：请详细阅读规章及签署同意书）

1.1 董事会權力

1.1.1 董事会無需對任何承租大厦場地所引起的起訴、或因租用大厦場地而造成任何意外或受傷或死亡、電，冷气，水流供應中斷、音響設施或燈光發生故障、及其他無法預測之意外事件及損失負起任何刑事、民事法律責任。

1.1.2 董事会若發現承租者違反場地租借规章或進行任何非法活動、有權即刻終止承租者租借場地或具有保留撤銷、拒絕或取消的權力。

1.1.3 承租者不可阻止董事会委派職工、保安進入場地視察及執行職務。

1.1.4 承租宴会厅或视听室者必须使用董事会委派音响操控员，技术员及清洁公司，另收费 。

1.1.5 承租视听室必需在活动前 2 个星期前缴清场地租金，音响操控员，技术员及清洁费用。

在期限内没有缴清全部费用，将视作承租者自行取消租用，不得有異議。

1.2 宴会厅或視聽室规章

1.2.1 視聽室租用必需填妥申请表格，获得董事会复函通过，主办方必需遵守 1.1.5 条规方可确认使用。

1.2.2 若宴会厅或視聽室因水灾、火患、天灾或政府机构限制无法继续使用，承租者不得向董事会索取任何形式赔偿。

1.2.3 任何存放在宴会厅或視聽室物件，均由承租者自理保管，董事会不负责物件的安全、损坏或遗失。

1.2.4 承租者在租用时限后，必须尽快搬离一切不属于宴会厅或視聽室物件。否则，董事会有权处理遗留的物件，承租者不能追究或索赔任何损失。

1.2.5 廣義大厦建筑物范围内禁止抽烟。

1.2.6 廣義大厦建筑物范围内外已安置 24 小时保安录像机，以确保访客安全。

1.2.7 廣義大厦停车场免费泊车，董事会不负责车辆的安全、损坏或遗失。

1.2.8 廣義大厦宴会厅或視聽室严禁任何形式燃放火焰及烟花。

1.2.9 承租者在使用任何音影视频，必须符合版权法令。

1.2.10 宴会厅或視聽室严禁钻洞、打钉、使用黏胶或造成任何设备損壞。

1.2.11 宴会厅或視聽室不能举办任何形式非法活动。

1.2.12 宴会厅或視聽室相关活动（如）需获得有关政府部门/单位批准信方可举办，承租者必需根据法律程序在活动进行前取得警方或地方政府批准信，复印本必需提交董事会存档记录。董事会不因承租者违法后而负上任何法律责任。

1.2.13 若发现承租者违反租借规章，董事会有权即刻终止承租者使用宴会厅或視聽室或有权保留撤销、拒绝或取消的权利。
1.2.14 本义山没有提供人力或物流资源,协助或支援任何社团组织在《广义大厦》范围内举办活动，也不会协助张挂宣传布条或是在官方网站等等协助活动宣传。
1.2.15 大厦玻璃正门是《广义大厦》办公楼进，出口；任何参与出席宴会厅活动公众人士，（包括上下卸货物）必需使用位于侧面玻璃门进出口。在视听室举办活动则不受到此条规约束。
1.2.16 本义山办公时间是星期一至星期五早上 830AM 到下午 500PM；午休时间中午 1200NOON 到下午 100PM；星期六早上 830AM 到下午 100PM。请配合办公时间上，下卸货，或需要在宴会厅 /视听室及进行彩排之类活动。

本人/组织同意及遵守吉隆坡广东义山董事会定下《广义大厦》场地租借规章。

---------- 盖章：

（签名）
姓名
职位
日期

English Version

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: _____