

## 雪兰莪洪氏公会九豹夫妇多元礼堂租用细则

### Rules For Renting Hall of Selangor Ang Clan Association

1. 本会为社团机构，租用礼堂之用途，不得有伤风化或不健康活动，租用时必须阐明用途，本会理事会持租与否最后决定权。  
As an association, the use of hall shall not involve activities that are unhealthy. Applicants shall state the purpose of usage and the committee of association has the discretion to approve or reject the application.
2. 凡有意租雪兰莪洪氏公会九豹夫妇礼堂，须事先於三个月前向本会申请。  
Application for renting Hall shall be made three months in advance to committee of association.
3. 如有同日及同时间租用礼堂，以申请书收到之先后为准。  
Approval of usage shall be based on First Come First Serve basis.
4. 租用礼堂捐献收费请参阅租用雪兰莪洪氏公会九豹夫妇宗亲礼堂捐献表。  
Payment contributions for the hall are listed in the Contribution List for renting of hall.
5. 租用者必须在申请时付所规定押底金 RM1200。此押底金於租用日之后，若无任何事故及损坏，将悉数退还。此外，请於租用日一星期前以支票缴清所有捐款，若逾期没处理上述事宜，本会恕不保留使用场地权及没收所付押底金。  
User shall pay deposit RM1200 when application. The deposit fee will be refunded after the events, provided everything is in order. Full contribution amount must be made by cheque one weeks before the date of hall use. Failure to pay full contribution will not guarantee the reservation of the hall and deposit will be forfeited.
6. 所有支票请志明：SELANGOR ANG CLAN ASSOCIATION (PBB3156326236)  
Contribution is payable by cheque to SELANGOR ANG CLAN ASSOCIATION (PBB3156326236)
7. 批准申请者租用礼堂后，租用者不得转让场地予他人，如获悉转让属实，本会有权终止其使用权，所缴付之任何费用恕不予退还。  
Usage of the hall is not transferable. The committee reserves the right to stop the hall being used and forfeit the deposit should any transfer of usage is discovered.
8. 租借时间以四小时为准（6.00pm-10pm），超时每小时将收取 RM300（冷气费）。  
Usage time is 4 hours (6.00pm-10.00pm), over time will charged RM300 per hour.
9. 礼堂以及舞台之原有设备，不得随意更动，如有任何损坏，将从押底金扣除费用。  
Facilities in the hall should not be moved or removed, any damage will be charged from deposit.
10. 九豹夫妇宗亲礼堂提供租用：餐桌，椅子，灯光及视听系统设备，借用者未经本会许可，不得另装其他设备。虽舞台之灯光及视听系统设备供租用者使用，唯一切操作由本会专人负责。  
Tables, Chairs, lighting and audio-visual equipment are available from rent. However, tenant are not allowed installation additional equipment without prior permission from the Committee. Stage lighting and audio-visual will be operated and maintained only by the association personnel.
11. 舞台布帘及礼堂四周禁用双面胶及图钉等物件。集会，演出或晚宴布景必须安装在告示横杠上，由于横杠有一定的负荷量，所有张挂物以轻便为宜。礼堂内之一切佈置，务必於借用日期当天进行，以免干扰礼堂之正常运作，若需较长时间进行佈置，必须获得本会批准。  
No double sided tape, thumb tacks are to be allowed on the stage curtain and the surroundings. Decoration and banners should be hanged on the horizontal frame provided. They should be light as the frame can withstand only limited weight. All decorations in the hall must be made same day of the actual rental date and users must seek approval from the committee of longer time for decoration is needed.

12. 因礼堂舞台属优质地板，使用者须善加保护，使用后务必即刻清理复原。  
Stage flooring is constructed high quality wood, great care must be exercised to keep clean and in good condition.
13. 属危险性节目（如易燃物，危险液状物或不安全道具），不得在礼堂表演。  
No performance that involves which are dangerous such as the use of chemical or explosive material shall be allowed.
14. 活动前之场地佈置及彩排只允许开灯及风扇。  
Only light and fans will be provided during rehearsal and decoration before event.
15. 结束后租用者须清理场内自备物件及装饰物，所有物件不得置於场地内。  
此外，使用礼堂承办宴会者，宴会后须搬移礼堂内所摆设的桌椅至礼堂两侧。确保礼堂的垃圾，污物清除干净，餐馆营业者须将残羹杂物清理后置放在本会提供之大型垃圾桶。经礼堂管理人检查通过后，将退还押底金，若有损毁或清洁未完善者得自押底金扣除费用。  
Users are responsible for clearing and cleaning up the decorating materials after the activities end. They must ensure that there is no left over material in association premises.  
Users shall move the tables and chairs in the hall to both side of the hall after event. Food Caterer should remove the leftover food and garbage from the hall premises and put into garbage bin provided. The deposit will be refunded after the Committee conducted the inspection. Deduction from the deposit will be made if there are any damage or uncleanliness.
16. 公会乃禁烟区，为避免冷气礼堂空气受污染，故不得在礼堂内抽烟。  
The association is a non-smoking area. To avoid air pollution, smoking is thus prohibited in the air-con hall surrounding .
17. 倘若与租用者有关之任何意外或突发事件，导致大礼堂内或公会范围内任何物产因而蒙受任何损失，概由借用者按价赔偿。  
Should any accident or any untoward incidents occur due to the users, compensation to any damages of equipment of the hall will be borne by the users.
18. 租用礼堂期间，若发生以下情况，如：停电，火灾等突发事故，本会将不负任何赔偿责任。  
If there are any occurrences of unpredictable events, such as power failure, fire and other emergencies during the period of using.
19. 凡租用礼堂者所邀请出席宾客之车辆，必须停泊于所规定之停车位，务必确保本区交通顺畅。  
All invited guests and participants should park their vehicles in the allocated parking space provided. This is to ensure smooth traffic flow in the association premises while the function is going on.
20. 为照顾环境的安宁，租用礼堂者必须在晚上十一点前结束活动，使用善后及清洁工作必须在午夜十二时前完成。  
All activities in the hall should end before 11p.m.to avoid disturbance to the surrounding. Clearing and cleaning in the hall should end before 12a.m.
21. 若有任何询问，请联络本会礼堂管理人 03-31913293。  
表格可通过网站 <http://www.selangclan.gbs2u.com> 下载。  
Any inquiries shall be directed to the secretariat at 03-31913293.  
Please download the application form from our website at <http://www.selangclan.gbs2u.com>
22. 本会有权拒绝不符合本规章之任何申请，而无须提出任何理由。本条例若有不尽善之处，得由本会理事会随时修订之。  
The committee reserves the right to reject applicants that do not comply with the rules stipulated above. If the above rules are not clear, it will be referred to the committee for amendment.

**九豹夫妇多元礼堂租借表格**  
**Application Form for Hall of Selangor Ang Clan Association**

申请者姓名	(中)Chinese		
Name of Applicant	(英)English		
团体名称	(中)Chinese		
Organization	(英)English		
地址	Address		
电话		手机号	
Tel		H/P No.	
用途	Purpose		
借用日期	Date of Usage		
借用时间	由	时至	时止
Usage Time	From	to	
所需之设备	( ) 无线麦 支	( ) 桌子 张	
Facilities Needed	Wireless microphone	Table	
	( ) 投影机	( ) 椅子 张	
	Video projector	Chair	
	( ) 讲台	( ) 其他 Others	
	Rostrum		
献捐	押底金支票号码:	收据号码:	
Contribution	Deposit cheque no. :	Receipt :	
	献捐支票号码:	收据号码:	
	Contribution cheque no. :	Receipt :	
其他			
Others			