

CONDITIONS OF HIRE

PROVISIONS OF SERVICE

BOOKINGS

- 1.1 Applications are via submission of the Venue Hire Application Form online.
- 1.2 Successful applications must pay the deposit payment of 50% of venue fees and extras, before the booking is deemed as confirmed.
- 1.3 All Hire fees must be paid in full, two weeks prior to the proposed event date.
- 1.4 Kingdomcity reserves the right to refuse or cancel any bookings that do not comply with these conditions of Hire.
- 1.5 Venue Hire agreement will be governed by the law of Malaysia.

LIMITS OF HIRE

- 1.6 Where the entire facility is not booked, Kingdomcity reserves the right to permit other events to take place in other buildings / areas at the same time.
- 1.7 No refunds will be given to Hirers who finish their event prior to the designated times.
- 1.8 Penalty for staying in the venue longer than the agreed time, will incur an hourly rate of RM150 per hour.

DAMAGES

- 1.9 The Hirer is liable for any damages or breaches of conditions. Where beyond reasonable cleaning is required at our facilities, damage or loss has occurred, the Hirer will be contacted and will be required to pay any extra costs associated with damage or breakages to the Venue, its fittings and contents.
- 1.10 The Hirer is responsible for the full replacement cost of any damage or breakages to the building, its fittings and contents as result of the Hirer's use of the Venue.
- 1.11 All breakages or damage must be reported to Venue staff

CANCELLATION OF BOOKINGS

- 1.12 The Hirer agrees to accept cancellations from Kingdomcity and waives the right to make any claim by law or in equity, for loss or damage in consequence thereof.
- 1.13 In the event that Kingdomcity has to cancel a booking, the full amount of any deposit paid and/or Hire fees, will be refunded within five working days to the Hirer.
- 1.14 The Hirer must give Kingdomcity at least 14 days written notice should the Hirer need to cancel a booking otherwise charges will apply. A fee equivalent to 50% of the total Venue Hire (including extras) fee (plus GST) will be charged.

ALCOHOL

- 1.15 Alcohol is absolutely prohibited on the entire Venue premises.

THEMING and STYLING

- 1.16 The Hirer must not mark, damage or make alternation to any part of the Venue or erect or install any fixtures, fitting or other attachments.
- 1.17 Decorations may not be placed or affixed in any way that may cause damage to any part of the Venue. The Hirer must request permission from Kingdomcity to affix any decorations.
- 1.18 Kingdomcity reserves the right to not permit the affixing of decorations or any items at its discretion.
- 1.19 Where a Hirer has been approved to affix decorations, at the conclusion of the event, the Hirer must remove all decorations and will be responsible for all costs associated with the repair of any damage to the Venue caused by the affixed items.

ELECTRICAL EQUIPMENT

- 1.20 All external electrical leads must have current service test tags displayed at all times. Electrical leads must not be used where current tags are not displayed.
- 1.21 Fire exits must be kept unlocked and clear of obstacles for a distance of two metres at all times. The Hirer shall keep each corridor, passage and exit in the Venue clear of obstructions and ready for use in any emergency. It is the responsibility of the Hirer to observe all Venue signage relating to fire and safety precautions.
- 1.22 Emergency fire equipment including fire extinguishers and hoses must only be used in the event of an actual emergency.

FIRST AID SUPPLIES

- 1.23 It is the responsibility of the Hirer to provide first aid supplies and administer any first aid they feel necessary during an event.

PUBLIC LIABILITY INSURANCE

- 1.24 The Hirer shall be liable for, and will indemnify Kingdomcity against, any claim, loss, damage or injury to any person or property arising from the Hire of the Venue and workers compensation insurance.

RISK MANAGEMENT

- 1.25 The Hirer agrees to carry out any instruction or direction given by Kingdomcity in regard to complying with Workplace Health and Safety legislation including participating in an Induction Session prior to the commencement of the event.
- 1.26 At no time does Kingdomcity accept any responsibility for the security or safety of the Hirer's property.
- 1.27 It is the responsibility of the Hirer to ensure that children attending an event are supervised by adults at all times.
- 1.28 The Hirer agrees to abide by the selected Venue's maximum capacity guidelines, at all times, as set by the Fire Safety Authority. Kingdomcity will not be held responsible for any criminal charged or repercussions that could arise where the Hirer has failed to comply with these guidelines.

SMOKING

- 1.29 Smoking is prohibited in the Venue and surrounds at all times.

DEFINITIONS

- 1.30 "Hirer" means the person or body specified in the Venue Hire Application Form.
- 1.31 "Venue" means the building or area chosen to Hire as per the Venue Hire Application form.
- 1.32 "Kingdomcity" is Kingdomcity Kuala Lumpur.