

Revised on 18/07/2024

NAME OF RENTAL	(CHINESE)		SEX:
	(ENGLISH)		I/C:
NAME OF SOCIETIES	(CHINESE)		
	(ENGLISH)		
ADDRESS			
PHONE NUMBER		FAX NUMBER	
DATE OF RENTAL		TIME OF RENTAL	START TILL END
PURPOSE		TIME OF THE EVENT	
REMARK			
EQUIPMENT REQUIRED	(1) <input type="checkbox"/> AIR-COND (5) <input type="checkbox"/> AUDITORIUM____SEATS (2) <input type="checkbox"/> PA SYSTEM: MIC (6) <input type="checkbox"/> BANQUET____TABLES (3) <input type="checkbox"/> PROJECTOR (7) <input type="checkbox"/> LED SCREEN 28' (W) x 15' (H) (4) <input type="checkbox"/> PODIAM		
REMARK: AIR-COND CHARGES – RM500 FOR THE FIRST 4 HOURS ADDITIONAL CHARGES - AFTER 4 HOURS:RM150 PER HOUR In case of public holidays, all management fees and rental equipment fees will be doubled (except the auditorium rental fee - RM2500) For rehearsal usage, extra management fees of RM200 / hour will be imposed without air conditional. If the Air-Cond is needed, please refer AIR-COND CHARGES			
I/WE AGREE TO USE YOUR SCHOOL COMMUNITY HALL AND COMPLY WITH THE RULES OF YOUR SCHOOL DRAWN.			
REPRESENTATIVE / RENTAL SIGNATURE: _____APPLICATION DATE: _____ <div style="display: flex; justify-content: space-between;"> <div> (1) DEPOSIT: <u>RM500</u> RECEIPT NUMBER:_____ </div> <div> (2) REFUNDABLE DEPOSIT : <u>RM500</u> (WITH TERMS AND CONDITIONS) RECEIPT NUMBER:_____ </div> </div>			

RENTAL EXPENSES TO BE FILLED BY SCHOOL REPRESENTATIVE

HALL	RM	2,500.00	DAYS	RM
CLEANING	RM	360.00	TIME	RM
AIR-COND(4 HOURS)	RM	500.00	HOURLY	RM
PA SYSTEM	RM	500.00	SET	RM
PROJECTOR (per pair)	RM	500.00	SET	RM
LED SCREEN	RM	2,500.00	SET	RM
TABLE RENTAL (PER)	RM	2.00	PIECE	RM
LONG TABLE 5FTX6FT(PER)	RM	5.00	PIECE	RM
CHAIR RENTAL (PER)	RM	0.50	PIECE	RM
CATERING CLEANING	RM	200	CATER	RM
MANAGEMENT FEES	RM	200	TIME	RM
MISCELLANEOUS				RM
TOTAL :				RM

SCHOOL OFFICAL SIGNATURE: _____
()

DATE:

APPROVER: _____
()

DATE:



Sin Min Private High School

School Hall Rental Rules

1. All applicants must submit completed application forms together with deposit RM500.00(Ringgit Malaysia Five Hundred Only) / refundable deposit RM500.00 (Ringgit Malaysia Five Hundred Only) amounting to RM1000.00(Ringgit Malaysia One Thousand Only)
2. The school reserves the right to refuse the rental of any unit without having to give reasons
3. The school has the legal authority to cancel or revoke any reservation (only upfront donation is forwarded) within short notice(24hrs) and without compensation. The school shall fully refund the upfront donation to the applicant.
4. Should there be any cancellation by the applicant, all upfront donation/cleaning service deposits shall be treated as donation for education fund.
5. Unless approval is obtained and extra miscellaneous charges are paid, the school does not allow any erection of temporary shed/tent outside the hall within the gated compound.
6. Rental transport has to be parked at the school parking lot allotted and shall not be parked at the basketball court or the field causing hindrance.
7. The applicant is held responsible for the cleanliness of the hall. The applicant has to remove all their decorative items and clear away rubbish/waste material at his/her own cost.
8. Rental is not allowed to use nails / silicon tape or glue to paste any notice or adornment inside rental range.
9. The applicant must forward any balance donation and submit together any proposed arrangement of tables and chairs within (seven) days from the date of application.
10. The applicant can only hang the banner of the function a week before at the main entrance of the school. The banner should be removed immediately or a day after the event.
11. The applicant is allowed to design and decorate the hall, (except highly inflammable materials), of which must abide by the school regulations. The school shall not be held responsible for any accident losses/damages/injuries compensation due to hall decoration.
12. Smoking fireworks and firecrackers are strictly prohibited within the fully air-conditioned hall compound. All unacceptable behavior and disturbing noises are not allowed in the hall.

13. Preparation and cooking of food should be carried out ONLY at the premises allotted i.e. behind the hall. Cleanliness of the premises used should be maintained.
14. The school shall supply the applicant with tables and chairs/stools at a fixed donation rate. Outside tables and chairs/stools are not allowed.
15. All forbidden items including illegal drugs, weapons and ammunitions are strictly prohibited.
16. For all political gathering, the applicant must submit to the school copies of approval letter or permit from the police or the authority concerned. The school shall not be held responsible for any legal issue arises.
17. The applicant must remove all their personal belongings, apparatus, and musical instruments soonest possible after the function as not to create obstruction to others.
18. The RM500.00 refundable deposit shall be returned to the applicant in three days after the usage period, for which the building and facilities used must be kept well-maintained.
19. Should there be any damages or loss to the building and facilities due to the applicant's negligence, the school has the right to deduct from the upfront donation or claim for compensation at the value of damages or at the value of the equipment.
20. The school shall not be held responsible for any loss or damages due to accident, vehicle security, personal quarrel, or dispute.
21. The hall rental is credited to the school for educational purposes, full cooperation is urgently needed.
22. School will not provide generator and not responsible for electric shock.
23. All electrical equipment, projector, tables and chairs/stools belonging to the school are not allowed to be rented out.
24. The committee of Sin Min (P) maintains the right to add/delete/amend the above terms and conditions.
25. Rentals are not allowed to use the name of the school to raise funds or for publicity.