

## Guidelines for Hiring KongsikL

### **Submission of application**

Applicant must complete the application form via google form PLUS email any supporting informations,

- Detailed programme proposal  
(including programme details, participants' information, summary of the artwork/ activity plan, etc.)
- List of programme organizing committee and contact

and the following documents to info.kongsikl@gmail.com, with "Hiring of KongsikL Venue" as email title:

- a) For Organisations, the applicant must submit copies of the following documents:
- list of key members of the organisation, and
  - certificate of registration of organization

**OR**

- b) For Individuals, the applicant must submit a copy of his/her valid Malaysian Identity Card or passport for reference.

(For guidelines on handling of personal data (privacy), please refer to information overleaf)

### **Application Processing**

1. KongsikL will issue an acknowledgement email within 7 working days after receiving an application. Applicants are advised to email KongsikL at info.kongsikl@gmail.com for assistance if no acknowledgement email is received over 10 working days after application submission.
2. For booking where the application form has been properly completed with all supporting documents submitted, KongsikL will generally be able to confirm application result within 7 working days.
3. In case of inadequate information or missing supporting documents, the applicant may be required to provide them by a deadline, failing which KongsikL may cease processing the application and cancel the booking without further notice.
4. KongsikL reserves the right to request the applicant to provide additional information to assess the event's programme content, venue use and the background/nature of the applicant and co-organiser(s).
5. Venue reservation service is not available and any party interested to hire KongsikL venue must book by submitting a proper application. KongsikL will only start processing the booking after receiving the full set of application documents (including the completed form and all required supporting documents).
6. Factors that KongsikL may take into consideration when processing and assessing the application will include but be not limited to the following:
  - venue availability
  - content and nature of the event
  - background/nature, ability and track record of the hirer/presenter(s)
7. KongsikL reserves the right to decide whether or not to approve any application without the need to provide any explanation to the applicant.
8. Unless and until written approval by KongsikL is received by the applicant, the applicant should treat the status of the application as not approved and refrain from promoting the event.

# KONGSIKL

9. Failure to pay the venue hiring fee by the stipulated deadline will be construed as giving up the booking by the applicant. KongsikL has the right to render such application invalid, cancel the booking without further notice and refuse the refund of any deposit or amount already paid by the applicant.
10. The applicant must also make a "House Debris Removal" deposit of of rm1,000 or 10% of hiring charge (whichever is the higher) when paying the venue hiring charges.

## Notification and Other Reminders

1. The hirer is responsible to make appointment for site checking and technical checking prior the venue applications, as KongsikL will not have dedicated technician for the event.
2. Kindly state if additional, external power supply solutions is required during venue applications, the hirer is responsible to install it on their own cost upon approval by KongsikL.
3. KongsikL will provide its venue and all existing facilities.
4. The hirer should not alter the structure or exterior of KongsikL in any form, should there be temporary structures, please state it in the application form for the consideration and approval of KongsikL.
5. KongsikL will not be responsible on the hirer's event/exhibition content, hirer are to provide permit accordingly to KongsikL if there's any required approvals from specific authority.
6. Applicants should ensure the safety of the activities or exhibits or displays in the hired venue and engage appropriate insurance services if necessary. KongsikL will not be responsible for any possible accident, damage, loss or compensation for the belongings or activities or exhibits or displays in the hired venue. Applicants should determine any risk of the activity or exhibits/displays and take appropriate measures to protect them; for assistance, please contact KongsikL manager, Ms. Doris Q., at [info.kongsikl@gmail.com](mailto:info.kongsikl@gmail.com).
7. The hirer must return the key and space the way it was first handed over, and remove all material from the venue upon expiry of the hiring period, otherwise anything remaining will be treated as unwanted and disposed without further notice by KongsikL at a cost charged to the hirer.
8. KongsikL respects the freedom of artistic expression, but must also consider the impact, nature and timing of the hirer's event on the adjacent residential neighbourhood, in order to balance the needs of different stakeholders. If there are event exceeding 11.00pm, hirer are required not to create excessive noise. Hence, if and when necessary during the event, KongsikL reserves the right to make reasonable and feasible requests to the hirer and venue users for actions of immediate cooperation and compliance.
9. Failure to comply fully with the KongsikL's requests will be deemed as breach of hiring conditions, for which the KongsikL reserves the right to terminate the event without making any refund or compensation to the hirer.
10. KongsikL reserves the right to amend this Guideline as and when necessary.

## Payment Procedures

1. 1st installment: 50% venue hiring charges due within one month upon approval of booking by KongsikL.
2. Remaining Balance: Due 2 months prior to start of approved venue use.
3. Late Booking\* (For applications submitted less than 2 months in advance) Total amount of Hiring Charge due within one week upon confirmation by KongsikL.

## Cancellations

4. If the hirer cancels his/her booking less than 30 days prior to the start of approved venue use, KongsikL shall keep the entire 100% deposit fee.
5. If the hirer cancels his/her booking more than 30 days prior to the start of approved venue use, KongsikL will retain 50% of the deposit fee.

## Handling of Personal Data (Privacy)

Purpose of collecting personal data

1. All personal data provided in the venue booking forms may be used by KongsikL for the following purposes:

- Processing bookings of KongsikL venue;
- Contacting applicants in normal or emergency conditions where needs arise; and
- Contacting applicants regarding other services provided by KongsikL.

2. All personal data on the booking forms should be voluntarily provided by the applicant. Insufficient data may cause delay in application processing, or even cancellation of booking.

Data transmission

3. To fulfill the purposes stated in part 1 of the above, KongsikL may pass the information provided by the applicant to relevant parties such as managing organisations or government departments.

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Note 1: In general, for any non-profit, free admission and open to the public usage which is private/not open to the public, and/or includes selling, commercial purposes or paid admission, the hiring charge is subject to negotiation depending on the nature, scale, complexity and impact of the event.

Note 2: For commercial organisations and private hirers irrespective of activity type, the hiring charges are subject to negotiation depending on the nature, scale, complexity and impact of the event.

Note 3: Hiring charges is inclusive of electricity supply (for existing equipment only).

Note 4: Provision of overnight service subject to duty staff availability and at the sole discretion of KongsikL.

Note 5: The hirer must pay a house debris removal deposit of RM1,000 or 10% of hiring charge (whichever is higher), which is refundable upon completion of the event.