

TERMS AND REGULATIONS

A Conference Hall Guidelines

1. Purpose

This Conference Hall is intended solely for organized conferences, seminars, briefings, signing ceremonies and dialogues. It is generally not considered to be a regular meeting room. The users are responsible for leaving the hall clean and orderly and should allow for cleanup time within their scheduled reservation. Departments and Organizations may be held financially responsible for damage or additional custodial services.

2. Hall Use

Organizers of the Conference or seminar and Heads of the Organization of the function shall assume responsibility for keeping the Conference Hall for its intended function and to keep clean and secure:

- Please adhere to the Conference Hall's food and beverage policy
- Leave all doors closed and locked when you leave
- Turn off all lights and equipments
- Clean up. Remove handouts and other papers, erase the board, etc.
- Return furniture to its original configuration if it was moved
- Ensure careful use of all equipments and furnitures
- Maintain reasonable noise levels e.g. AV equipment

3. Equipment and Furniture

Please do not move or reconfigure AV equipment

4. Food and Beverage Policy

Food and beverage will be allowed in the Banquet / Exhibition Hall but not in the Conference Hall itself. Entities using the Conference and Banquet / Exhibition Hall will be responsible for its clean up. When food is served, care must be taken not to damage the furnishings. All food and trash must be removed promptly after the function and surfaces must be wiped clean.

B Lobby Area at Ground Floor

1. Rental Fee

- a. For areas range of 8' x 8' RM 100.00 per day
- b. For areas range of 8' x 15' RM 180.00 per day

2. Payment

Cheque payment (made payable to **SARAWAK INCORPORATED SDN BHD**) for the rental must reach the office of SISB upon your confirmation of the renting.

3. Housekeeping

You are responsible for security within the rented area. All goods kept within the rented area shall be at your own risks.

4. Electricity

A single-phase 13A power supply is provided.

- 5. While every reasonable precaution shall be exercised to safeguard your operation, the SISB and Management shall not be held responsible for any loss or damage to your equipments while on display or kept at the said area, nor shall the SISB and Management be held liable to compensate for any redress in whole or in kind brought about by any other parties arising by way of your operation.
- 6. SISB and Management reserve the absolute right to cancel, shorten, lengthen or substitute the rental period without any claim for damage by you. This approval is tentative and subject to cancellation at any time without assigning any reason whatsoever nor will any liability or claim be entertained.
- 7. Any approval and rates hereby quoted to you shall not be taken as a precedent for future applications. SISB reserves the right to approve or disapprove any application and charge varying rental rates as and when it deems fit to do so.
- 8. You shall undertake to keep the said premise including fixtures and fittings, in good and in such repair and condition to yield up the same at the end of the term
- 9. You shall not put up any poster, notice or display your goods on any part of the lobby area without SISB's written approval.

10. You shall be responsible to secure and pay whatever license as required by the Authority in connection with your operation.
11. SISB shall charge as penalty for failure to comply with the terms and conditions stated therein.
12. You shall indemnify SISB and shall keep the Management indemnified at all times against all loss, damage, costs and expenses arising from any claims or demands made against yourself by any third party in respect of any loss or damage arising out of or in connection with your operation.
13. SISB reserves the right to amend, add or vary any of the mentioned terms and conditions from time to time.