

明修大會堂借用細則

01. 捐助金將依據所擬定標準為依歸。
02. 必須填妥申請表格，并交付預定金 / 清潔費保證金 RM 500.00。
03. 如中途變卦，將被視為自動棄權論，預定金將自願轉贈作為慈善用途。
04. 必須在7天內，連同其他雜費前來付清餘款，并將會堂桌椅排列圖呈交，方便安排。
05. 規定以現金捐款，本社執行人員有權決定不接受任何以支票形式捐助。
06. 社友所享有優惠待遇，只限於父母、夫妻或子女直系，不準轉讓他人。
07. 如以個人名義借用，而轉作為餐館商業用途，將被歸納為商業標準法。
08. 借用日如巧遇特別要事，如政府當局借用，或吾社自用，本社有權臨時通知取消借約，并將全數保證金歸還，不得異議。
09. 借者如保持合作，一切無損，該 RM 500.00 保證金可在使用三天後如數退還。
10. 如有任何損壞或遺失，本社有權要求照價賠償，或從保證金中扣除。
11. 必須遵從所指定範圍，不準擅自私搭棚蓋，除非得到本社批准并繳付加費。
12. 會堂內可允許自行設計與布置，但必須符合本社條規。
13. 冷氣會堂環境，禁止抽煙、燃放煙花爆竹，保持良好秩序，不得喧嚷。
14. 請保護公物，宴會後務必要撤除裝飾物及清除贓物，保持衛生。
15. 確保各餐館所使用場外烹飪場地，保持清潔。
16. 不準外運桌椅進入會堂使用，本會堂有提供桌椅借用。
17. 嚴禁攜帶非法禁品、毒品、槍械進入會堂範圍內。
18. 任何借用作為政治活動的集會，必須出示政府及警方批准證件認可，本社不負起一切所引起的法律責任。
19. 所有帶來的用具與樂器等，完畢後須盡快撤離，以免阻礙場地。
20. 交通意外、人為糾紛、泊車安全問題，如有引起任何偷竊或遺失，概與本社無關。

凡本會堂拥有电器、投影机、桌椅一概不准外借。

本社理事會有絕對權利，作出任何增刪，修改條文必要。

明修大會堂理事會 啟

Dewan Beng Siew (DBS) Usage Guidelines

01. Donation for the commercial use or stage show is according to standard donation figure set by DBS.
02. All applicants must submit completed application form together with upfront donation / cleaning service deposit amounting to RM 500.00 (Ringgit Malaysia Five Hundred Only)
03. Should there be any cancellation by the applicant, all upfront donations / cleaning service deposits shall be treated as donation for charity.
04. The applicant must, within 7 (seven) days to forward any balance donation and submit together any proposed arrangement of tables and chairs.
05. All donations must be made by cash and DBS has the right not to accept any donation made by cheques.
06. All DBS members are entitled to special privileges limited to only parents, spouses and children. This entitlement is not transferable to others.
07. In addition to item (6), such privileges are not allowed to be used commercially.
08. Priority for usage will be given to Government or activities organized by DBS. DBS has the authority to cancel or revoke any reservation (only upfront donation is forwarded) within short notice and without compensation. DBS shall fully refund the upfront donation to the applicant.
09. The RM 500.00 upfront donation 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.
10. Should there be any damages or loss to the building and facilities due to the applicant's negligence, DBS has the right to treat part / the whole upfront donation as compensation or claim for compensation at the value of damages or at the value of the equipment.
11. Unless approval is obtained and extra miscellaneous charges are paid, DBS does not allow any erection of temporary shed / tent outside the hall within the gated compound.
12. The applicant is allowed to design and decorate the hall, of which must abide by DBS regulations.
13. Smoking, fireworks and firecrackers are strictly prohibited within the fully air-conditioned hall compound. All unacceptable behavior and disturbing noise is not allowed in the hall.
14. 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.
15. The applicant must ensure cleanliness at cooking area outside the hall is well-maintained after any lunch / dinner function.
16. DBS shall supply the applicant with tables and chairs / stools at a fixed donation rate. Outside tables and chairs / stools are not allowed in DBS.
17. All forbidden items including illegal drugs, weapons and ammunitions are strictly prohibited.
18. For all political gathering, the applicant must submit to DBS copies of approval letter or permit from the police or the authority concerned. DBS shall not be held responsible for any legal issue arises.
19. The applicant must remove all their personal belongings, apparatus and musical instruments soonest possible after the function as not to create obstruction to others.
20. DBS shall not be held responsible for any loss or damages due to accident, vehicle security, personal quarrel or dispute.

* All electrical equipments, projector, tables and chairs / stools belong to DBS are not allowed to be borrowed outside the hall.*

The committee of DBS remains the right to add / delete / amend the above terms and conditions.