



光華展館

Kwong Wah
Function Hall

地点 Location : 光华日报大厦一楼 **WISMA KWONG WAH**
Kwong Wah Yit Poh Press Bhd.
1st Floor, 19 Presgrave Street, 10300 Penang
GPS Map: 5° 24' 38.736" N 100° 19' 53.483" E

联系人 Person to Contact :

- ▶ Ms. CS Yap (chengsiew72@yahoo.com; +6019-4728113)
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- Tel: +604-261 2312 ext : 313 / 613 /330

【光華展館】简介 HALL PROFILE

【光華展館】 座落於檳城三条路光华大厦一楼，总面积近七千平方尺，采用最新式的室内设计及配备，适合举行各项室内活动。

Kwong Wah Function Hall with a total area of 6945-sqft is an excellent venue for all types of indoor events including:

- 座谈会 Seminars
- 展览: 书展、健康展、花展、集邮展、钱币展、美食展、美术展、画展、家电展、名牌展等
Exhibitions: Books, Health, Floral, Philatelic, Numismatic, Food, Calligraphy, Art, Painting, Home Appliances, Branded Sales, Warehouse sales, Furnitures etc
- 演出 Live Performances
- 儿童生活营 Children's Camps
- 激励课程 Motivational Camps
- 各类舞蹈、瑜伽、尊巴的练习或比赛 Dance Practice or Competition for various types of dances / Yoga/ Zumba
- 拍卖会 Auctions

光華日報一樓【光華展館】租約細則

- 1.承租者填妥申請表格後，須在呈交表格時先付馬幣五百令吉之定金，此項定金一旦交付後，將不獲退還。（定金可當作租金之一部分）。同時承租者也必須另付抵押金馬幣一千令吉（抵押金在應用日期後一個月內如無任何扣除，將原數歸還給租用者）。
- 2.承租者必須在下定後2個星期內交清所有租金，若沒有依時交清，則定租金將當取消論，而定金由本館沒收。
- 3.承租者在交清所有租金後，已當作確實租用論，絕不允取消，唯可允准展延租用日期一次，否則，已交付之租金由本館全數沒收。
- 4.只有承租者在遇到有非常特殊及不可預見和不可控制之情況下並有足夠證明確實無法租用時，本館方可考慮退還已交付租金（唯定金將不退還）。此項退還必須得到管理層批准。
- 5.承租期間，本館之設備如有損壞或遺失，承租者必須照價賠償，本館有權從抵押金中扣除之。
- 6.【光華展館】不得用於任何有關政治之活動。
- 7.租金及其他項目支付可用銀行轉賬或支票支付，公司名稱：**KWONG WAH MARKETING SDN.BHD.** 銀行 **OCBC BANK (MALAYSIA) BERHAD**，銀行戶口號碼：**730-107634-8**。
- 8.承租者必須在應用期間，自行維持廳內之整潔情況及良好與安全秩序。
- 9.如有需要，承租者必須自行負責向有關當局申請有關之准證及負責一切所引起之法律問題。
- 10.承租者須依申請表內所列用途而使用【光華展館】，不可同時轉讓給他人或其他機構使用。
- 11.【光華展館】內的一切布置與設計，將由承租者自行處理，唯須本館負責人批准。
- 12.本館在尚未收到承租者交清全部租金及抵押金之前，有權取消活動廳定租之申請，保留該廳供本館自用。在此項情況之下，定金將獲全數退還，而承租者不得向本館索取任何之損失補償。
- 13.所有用品須在應用完後搬離現場。在特殊情況下，得到本館負責人之允許，最遲在次日中午前搬離之，否則本館有權當作廢物而將之清除，而其搬運費用，亦將由承租者負責。
- 14.承租者必須在應用日10天前將桌椅安排列圖交於本館負責人。
- 15.承租者不得將播音機置放於禮堂外面，以避免吵音影響他人。
- 16.【光華展館】周圍及牆壁不可張貼廣告或標語至裝飾。
- 17.本館不負責承租者之停車所引起之問題，任何東西遺失、以及任何意外與糾紛之發生，一概與本館無關。
- 18.租用作為講座會或其他用途以每4小時為準。若真實應用時間比原定應用時間超過30分鐘以上，將以超用一個小時計算附加租金，以此類推。如超用時間少過30分鐘將免附加租金。晚間租用之應用時間由晚上七時正至晚上十一時正。其他之租用應用時間將由本館與承租者事先協商決定，唯一律以4小時為準。



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19, Presgrave Street
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Fax: +604-2615407, 04-2621615
Email: chingsiew72@yahoo.com
ccw5369@hotmail.com
ylt5252@gmail.com

Rules & Regulations for Renting of The Kwong Wah Function Hall

1. Application must be made on the prescribed booking form and submit to the secretariat together with a non-refundable **booking fee of RM500.00**. The booking fee can be regarded as part payment of the rental when the applicant decides to rent the Function Hall for any type of permitted function.
2. The full amount of rental for renting the Hall arrangement must be paid within 2 weeks as from the day of booking, failing which the booking shall be treated as canceled, and the booking fee shall be forfeited.
The **RM1000 security deposit** shall be refunded to the renter, in case no deduction is to be made, within one month after the function has been held.
3. On full payment of the rental, the renting of the Function Hall is confirmed, and no cancellation will be entertained, (However, one postponement only shall be allowed), otherwise the full amount of rental paid shall be forfeited.
4. Only under very special circumstance and which is unforeseen and beyond the control of the renter, with sufficient proof or evidence provided by the renter, then the Kwong Wah Yit Poh will consider the refund of the rental paid (excluding the booking fee) to the renter. Such refund is subjected to the approval of the Executive Committee.
5. Should there be any damage and loss of whatsoever nature be occurred during the renting period, in and around the KWYP premises of building, the renter must compensate the KWYP at costs on presentation of bills or invoices and the KWYP has the right to deduct the amount incurred from the deposit paid.
6. The Function Hall is strictly prohibited for any use for political activities.
7. All payments can be made either by cheque or bank transfer. All payments by cheque and crossed with A/C payee shall be made payable to **KWONG WAH MARKETING SDN. BHD.** Bank direct transfer is encouraged with the bank detail as below:
Bank : OCBC Bank (Malaysia) Berhad
Account Number : 730-107634-8
8. The renter must maintain the cleanliness and the good order and security of the Function Hall before, during and immediately after the function.
9. The renter is responsible for the application of permit from the relevant local authorities, and is also responsible for all legal proceedings that may arise thereof.
10. The renter is not allowed to use the Function Hall other than the purpose as stated in the booking form, and also is not allowed to sublet the use of the Function Hall to any other person or organisation.
11. The applicant shall be responsible for the backdrops and hall arrangement provided that prior consent of our KWYP is obtained.
12. KWYP shall have the full and absolute right to cancel any application of booking made prior to the full payment of rental and deposit by the renter, and reserve the Hall for its own use. In such a case, the booking fee paid shall be refunded to the renter in full, and the renter shall not claim any compensation from the KWYP.



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13. All things of whatever kind brought into the Function Hall by the renter must be removed immediately on the same night after the function is over. On special case, when approval is obtained from the person in charge of our Function Hall, the removal can only be extended to before noon the latest the next day, otherwise KWYP shall have the full rights to treat them as rubbish and to remove them and the costs of such removal shall be borne by the renter.
14. Plan for the arrangement of tables and chairs must be submitted to the Secretariat of the KWYP 10 days prior to the date of the function.
15. The renter is not allowed to fix any loud-speaker outside the Function Hall, to avoid any disturbance that may cause to any other people.
16. No posters, stickers or bill are to be placed on the walls and the surrounding of the Function Hall.
17. KWYP is not responsible for the problem of car parking. Parking is at the vehicle owners' own risk. KWYP is also not responsible for any vehicles and valuables that may be stolen or lost, including any accident and happenings of any kind that may occur.
18. The renting of Function Hall for holding talk or seminar purpose, the using time for each function is fixed for 4 hours only. In the event that the actual using time has been more than the original fixed using time by not less than 30 minutes or over 30 minutes, then additional hourly rental will be charged as the case may be. If the extra time used is less than 30 minutes, not extra rental will be charged. The calculation of time for using the Function Hall at night is from 7.00pm sharp to 11.00pm sharp. All other time for using the Hall shall be mutually fixed by KWYP and the renter before hand. However, the standard using time for each function is 4 hours only.



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【光華展館】租金表

Rental Rate for KWONG WAH FUNCTION HALL

Total Hall size 6945 sqft

PERFORMANCE / CONFERENCE / OTHERS 表演会 / 讲座会 / 其他		
DATE 日期	TIME 时间	HALL RENTAL (PER 4 HOUR) (每4小时计算)
周一 至 周五 MON to FRI	9AM – 6PM (之间的4小时)	RM 1,500
	6PM – 10PM	RM 2,000
	9AM – 10PM (全日)	RM 3,500
周六 及 周日 SAT & SUN	9AM – 6PM (之间的4小时)	RM 2,200
	6PM – 10PM	RM 2,500
	9AM – 10PM (全日)	RM 4,700
公共假期 PUBLIC HOLIDAY	9AM – 6PM (之间的4小时)	RM 3,000
	6PM – 10PM	RM 3,000
	9AM – 10PM (全日)	RM 6,000

The rental for the function hall is based on 4 hours per function only.
If activity prolonged beyond 4 hours. Additional hourly rental will be charged RM100 per hour.
【光華展館】租金之计算，每次以使用四小时为准，若超过四小时，每小时以100零吉计算。

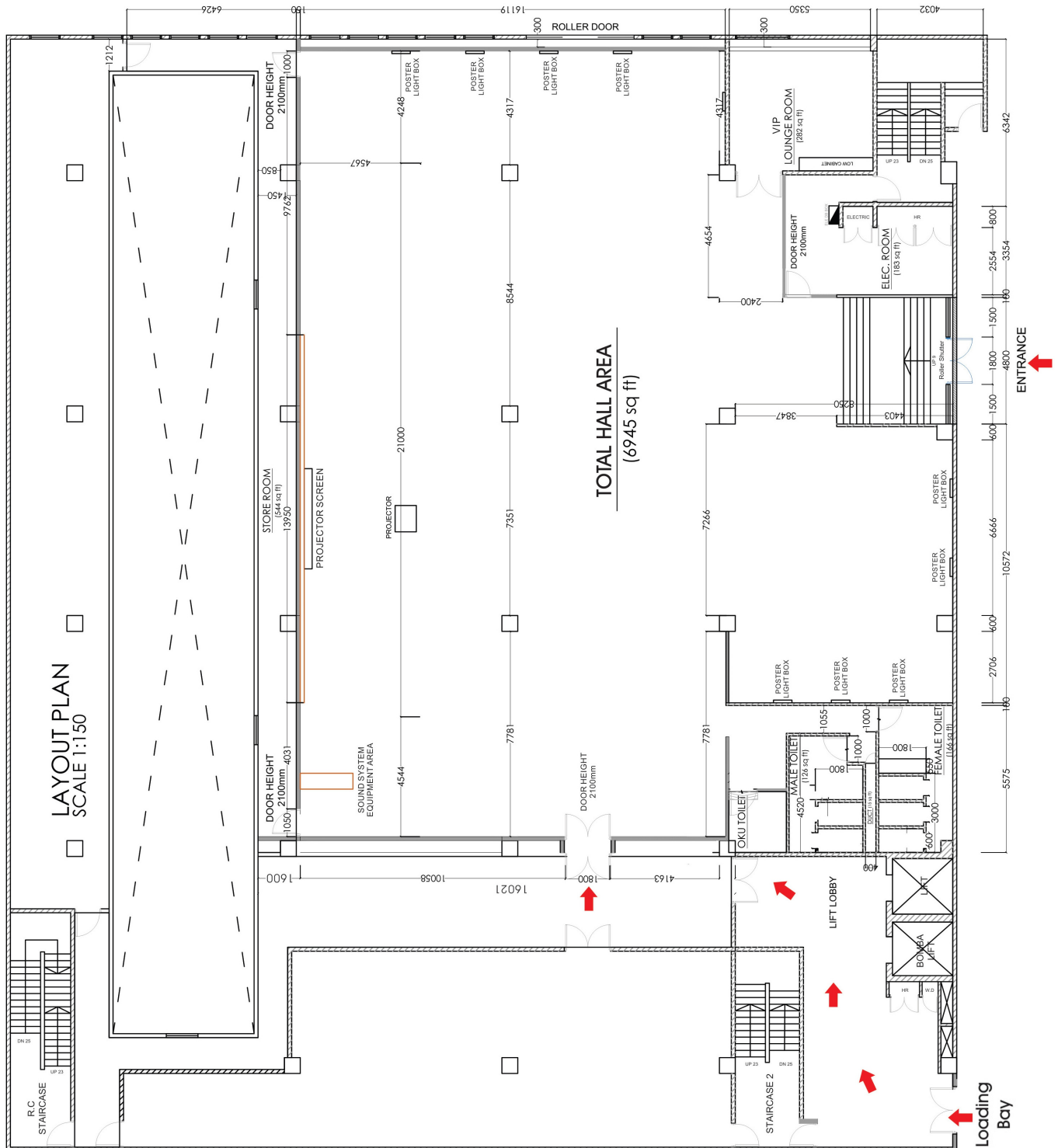
EXHIBITIONS		
DURATION OF EXHIBITIONS 展出日数	TIME 时间	HALL RENTAL/ per day 展销会每日计算
一个星期 1 week	9AM-10PM (之间的10小时)	RM 3,000 x (7 天)
二个星期 2 weeks	9AM-10PM (之间的10小时)	RM 2,500 x (14 天)
三个星期或以上 3 weeks & above	9AM-10PM (之间的10小时)	RM 2,000 x (21 天)

Daily exhibition duration shall not be more than 10 hours.
每日展出时间不超过10小时为准。
Exhibitor's workers are not allowed to sleep in the Function Hall.
注：在展览期间，展出者之员工不准在展出地点留宿。

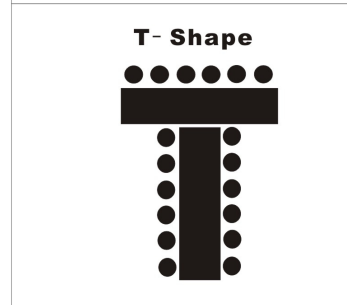
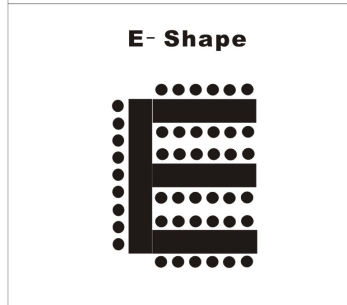
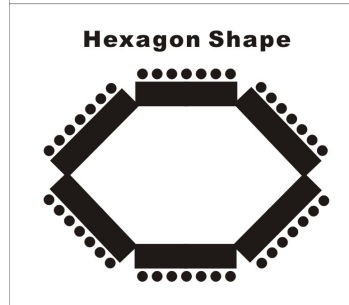
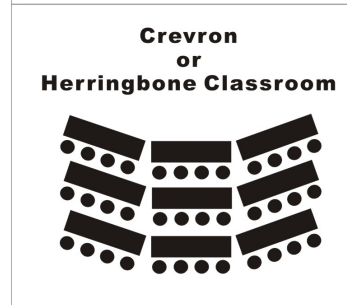
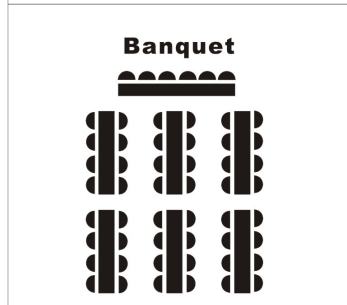
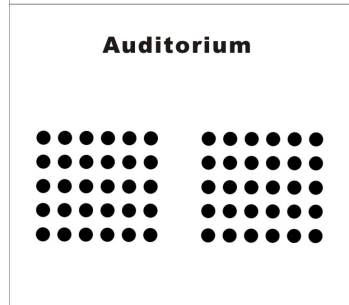
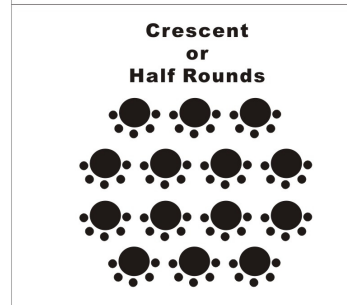
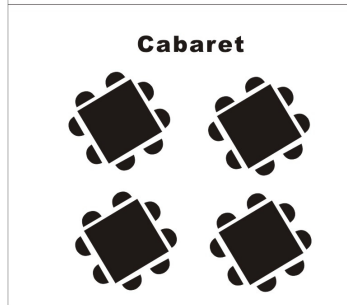
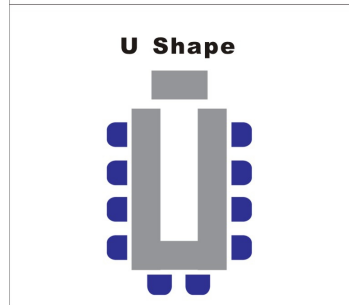
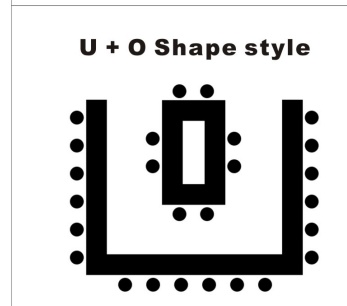
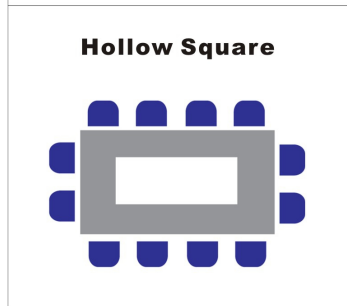
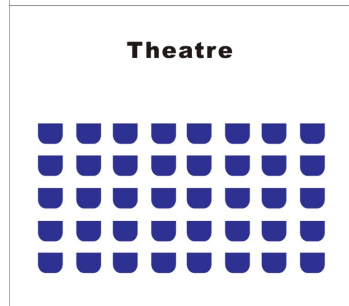
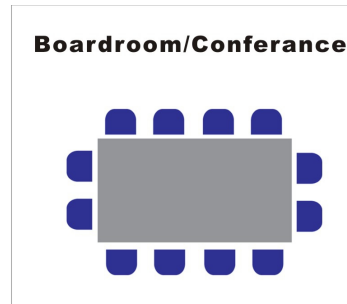
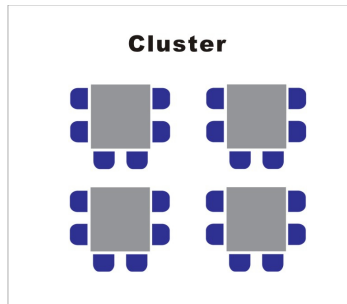
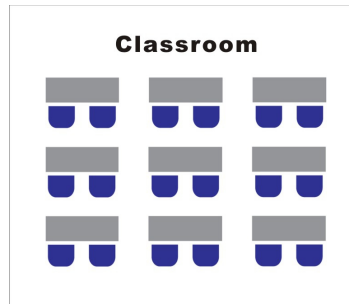
NOTES:

These rates are effective from 1st July 2018. Our Management reserves the right to revise the rates at any time when it deems fit without prior notice & reasons.

注：此项收费率由二〇一八年七月一日起生效，本馆保有权利随时更改收费率而不需预先通知及给任何理由。



Seat Arrangement Suggestions





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【光華展館】租約 KWONG WAH FUNCTION HALL TENANCY CONTRACT

A Tenant Particulars 租戶資料

主办方 Organizer :	估计参与人数 Expected Participants:
活动名称 Event Name:	活动日期 Event Date:
负责人 Name of Person In Charge: _____ (Mr/Mrs/Miss/Mdm)	
开单名称 Billing Name	
开单地址 Billing Address :	
联系人 Contact Person 1. _____ Mobile No : _____	
Email Address: _____	
Contact Person 2. _____ Mobile No : _____	
Email Address: _____	
动工日/时间 Set Up Commencement Date/ Time : _____	
拆除日/时间 Dismantle Date/ Time : _____	

B Usage Description 使用要求

椅子排式 Seat Arrangement (Please attach activity floor plan)

Open space		Cluster style	
Theatre style		Rows	
Seminar style		Table rows	
Cabaret style		Semi- circle	
Boardroom style		pairs and centers or activity zones	

所需设备 Facilities needed

Projector & Projector Screen		Rostrum	
Oblong tables			
Writing pads & Marker Pen		White board	
Microphone : wire / cordless			

C Charges 收费

展馆租金 Hall Rental : RM _____

O%GST : RM _____

共计 Grand Total : RM _____

我们接受及同意以上所列的租约条件，并付上定金 500 令吉（无退还）及抵押金 1,000 令吉作为确认与贵馆的租约。// We agree and confirm to above-mentioned arrangements, terms and conditions by paying RM 500 as non- refundable deposit , and to pay RM1,000 as security deposit upon signing this contract.

接受及同意租约方 Agreed & Accepted by:

全名 Full Name:

盖章 Company Stamp & Date

职位 Position :

身份证号码 NRIC :

出租方 For & On behalf of:
光华日报 Kwong Wah Yit Poh Press Bhd.

全名 Name:

Company Stamp & Date

职位 Designation:

(Kindly be advised that without the acknowledgment of this contract, KWONG WAH will no be able to proceed with the preparation of the event. Please endorse and return copy to us by emailing 2 weeks before your event commenced)