

BOOKING FORM NUMBER \_\_\_\_\_

BOOKING DATE \_\_\_\_\_

INVOICE NUMBER \_\_\_\_\_

NAME/ ORGANISATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

TEL. NO.: (HOME / WORK) \_\_\_\_\_ H/P: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ CONTACT PERSON: \_\_\_\_\_

**FUNCTION DETAILS:**

NAME & TYPE OF EVENT (Specify): \_\_\_\_\_

DATE(S) OF EVENT: \_\_\_\_\_ DAY: \_\_\_\_\_

BOOKING OF AUDITORIUM: \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM (Maximum 12 Hours)

EVENT TIME: \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM (Maximum 4 Hours)

MATINEE SHOW: \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM (Maximum 4 Hours)

REHEARSAL DATE: \_\_\_\_\_

REHEARSAL TIME: \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM

NO. OF ARTISTES: \_\_\_\_\_ persons

PROGRAM DETAILS: \_\_\_\_\_

Specify Type – Music/Dance/Others \_\_\_\_\_

ESTIMATED AUDIENCE SIZE: \_\_\_\_\_ persons.

**TECHNICAL REQUIREMENTS:**

*Please tick where applicable or provide details:*

AUDIO – Standard  LIGHTING – Standard  STAGE – Standard

AUDIO/ LIGHTING / STAGE - *Special Requirements (additional charges):*

- LED Screen –  **S** (3m x 5m) @ RM2000 /  **M** (4m x 8m) @ RM4000 /  **L** (5m x 10m) @ RM6000
- Moving Head Lights @ RM150 p/unit:- No of units required
- VIP Room – RM200 p/day  Special Mics  Speakers

Any Other Details: \_\_\_\_\_

## INVOICING & PAYMENT DETAILS:

DATE	Auditorium <b>BOOKING &amp; PAYMENT</b> Details:	Rate Applied (RM)	Invoice No:/ Receipt No:	RM
	Auditorium booking charges - ____ Day(s)			
	Rehearsal booking charges- ____ Day(s)			
	Other charges			
	<b>Total Invoice Value:</b>		Invoice No	
	Less: Deposit: RM 2,000 x days (to be paid 2 months prior to event date)		Receipt/No:	
	Balance Payment		Receipt/No:	

### **Shantanand Auditorium (hereafter "SA"): Rental of Auditorium & Facilities based on space availability.**

#### **All public events and performances will be permissible at the SA with the subject to appropriate permits**

All public events and performances will be permissible at the SA with the **subject to appropriate permits from the relevant government authorities**. SA shall not be held liable for any infringement or non-compliance of government regulations.

#### **A non-refundable deposit of RM2,000 is required to confirm the booking**

If no deposit is received, the booking will be deemed as 'a soft booking status'.

- The balance payment must be paid in full at least **two (2) months** before the event. SA reserves the right to cancel the booking if full payment is not received two (2) months before the commencement of the event.
- Client may also select to make full payment to confirm and secure their booking.
- If a booking date is less than 30 days from the actual event date, full payment must be made to confirm the booking. If full payment is not received SA reserves the right to cancel the booking to open the slots to other clients
- Confirmation of bookings will be upon receipt of the booking deposit, cheque clearance and issuance of an official receipt.
- We restrict the usage of SA to one event per booking
- All bookings are subject to the availability of SA.

#### **Basic Rental of the SA includes sound and lighting system.**

Please provide detailed requirements of the following at least ten (10) days before the event.

- All stage, audio & lighting detailed requirements to be officially provided to the technical team
- Dates and timings of rehearsals, stage set-up, showtime
- Any additional equipment or items
- Program itinerary, purpose & content details of the event
- Digital brochure of event to be uploaded to our website

**Additional charges** will be incurred for LED screen specialized equipment, stagehands & other personnel, specialised sound system requirements, additional technical requirements, additional sound system requirements, VIP Room and any other additional services.

### **SA will not be liable for any loss due to unforeseeable breakdowns**

SA will not be liable for any loss due to unforeseeable breakdowns of any equipment, electrical failure, or fire that may temporarily interfere with the smooth running or continuation of the event.

### **Cleanliness of the facility**

SA and its surroundings should be in a reasonable state of cleanliness after the event. A refundable cleaning deposit of RM500 is payable at least two (2) months before the event. Should there be no claims for cleaning services by SA the deposit will be refunded.

### **Safety and Fire Regulations**

SA has a seating capacity of 618 pax. All fire escape routes including aisle, corridors, entrances and exits are to be cleared throughout the event.

- In compliance with the fire safety regulations, guests are not allowed to sit or stand along the aisle or steps as this will block the exits from the auditorium.
- No lighted open flame, smoking or vaping is allowed. SA shall not be held responsible for any non-compliance regulations and any unforeseen circumstances due to the client's non-compliance of this regulation.

### **Food & Catering**

- Consumption of food or drink is prohibited in SA.
- Food can only be consumed in designated areas.
- Only the consumption of vegetarian food and non-alcoholic beverages is allowed on the premises.
- External buffet style catering is not allowed. All food consumed within the premises must be catered from Annalakshmi Restaurant.

### **All equipment provided within the facilities is to be handled by SA's in-house technicians.**

Unless otherwise notified and agreed upon, no external parties are allowed to operate our equipment. Should the equipment breakdown or malfunction while external parties are handling them, the client shall pay for all repair or replacement costs incurred.

### **Payment Methods**

- **Cheques to be made payable to Shantanand Auditorium**
- **Online Transfer (please indicate Booking/Event date)**
- **Bank: CIMB**
- **Account No.: 8000853861**
- **All payments are subject to government taxes**

### **Cancellation by Client**

If a confirmed booking is canceled, the RM2,000 deposit paid shall be forfeited. Any additional payment made (over and above the deposit) will be refunded. If the notice is less than two (2) months, the entire amount (including the deposit) paid will be forfeited.

### **Cancellation by SA**

In the event a confirmed booking must be canceled due to unforeseen circumstances, all payments including the deposit paid shall be refunded to the Client.

### **Postponement of Event**

Postponement of a confirmed rental booking is allowed ONCE at no penalty for up to ninety (90) days subject to venue availability.

### **Damage to Property**

The Client (including persons attending the Client's function) shall be responsible for any damage (including accidental damage) done to the rented facility, furniture, fittings, equipment, etc. Any costs incurred by SA for repair or replacement of the damaged facility, furniture and equipment shall be borne by the Client

### **Vacating SA**

The Client and guests participating in their event must vacate SA and the designated rooms / area at the stipulated time indicated. Additional time taken, over and above the twelve (12) hour rental, is subject to an additional fee of RM 600 per hour.

SA reserves the right to expel or refuse entry to any guest who creates a public nuisance or whose behaviour tarnishes the reputation of SA or who may be deemed detrimental to the safety of the guests.

**Smoking and vaping are strictly prohibited**

Smoking and vaping are strictly prohibited within SA compound, including corridors and stairways. SA has the right to immediately evict offenders out of our premises.

**Indemnity**

The Client shall indemnify SA against all claims, suits, liabilities, damages, and expenses that may arise during and immediately following the Client's events including, injury to persons, legal costs (full indemnity), all third-party claims and all claims from any employee or agent of the Client.

**SA reserves the right to amend any terms and conditions**

SA reserves the right to amend any terms and conditions including pricing without prior notice.

I/We acknowledge and accept that the Management of the Shantanand Auditorium reserves the right to add, vary or change the terms of the booking, as they deem fit.

We hereby acknowledge to **have read and understood**, the **Terms and Conditions associated with the hire of the Shantanand Auditorium premises**, and hereby **consent to adhere to it**.

\_\_\_\_\_

\_\_\_\_\_

Name\_\_\_\_\_

Name\_\_\_\_\_

f. Shantanand Auditorium,

IC NO.\_\_\_\_\_

Temple of Fine Arts

Name of Organisation: \_\_\_\_\_

(Signature, Name & IC No:)

DATE: \_\_\_\_\_

***P.S: Confirmation of Bookings shall be upon the receipt of payment of the relevant booking deposits, issuance of an official receipt and bank clearance.***

***Full and final payment of dues should be settled at least 2 months before the function date.***

**Payment Details:**

Cheques should be made payable to: **SHANTANAND AUDITORIUM**

BANK: **CIMB**

Account No: **8000853861**