

BYE-LAWS 6
PRIVATE FUNCTIONS

In exercise of the powers conferred under Rule 16(b) of the Constitution, the Council makes the following Bye-Laws relative to Private Functions:-

1. Any Member may apply to hire the halls of the House for a private function. Forms for this purpose are available at the Office. Booking forms for this purpose must be completed and submitted to the Office.

2. A Member who applies for a booking must accept full responsibility, financial and otherwise, for the use of the premises. He or his assigned representative must be present for the duration of the hire.

3. (a) The charges for hiring of halls shall be as follows:-
 1. Balai TAR (Including New Extension)
RM 900.00 per 4 hours session.
RM 200.00 per each additional hour

 2. Balai TAR (Excluding New Extension)
RM 650.00 per 4 hours session.
RM 200.00 per each additional hour.

 3. Tun HS Lee
RM 350.00 per 4 hours session.
RM 50.00 per each additional hour.

 4. Boardroom
RM 200.00 per 4 hours session
RM 50.00 per each additional hour.

 5. Annexe Room
RM 250.00 per 4 hours session.
RM 50.00 per each additional hour.

- (b) The above charges are subject to the 6% GST and 10% Service Charge.
 - (1) A deposit of 50% shall be paid upon booking or 2 weeks before the function, failing which the booking shall be cancelled and shall be open for booking by others.

- (2) Balance of payment for the hall and the food has to be settled 4 days before the function.
 - (3) If food is catered from outside, a corkage will be charged on the number of pax. Strictly no pork shall be served at any private function held in the premises of the Society.
 - (4) If the total cost exceeds the full payment made, the balance has to be settled immediately after the function.
 - (5) There will be no refund of deposits paid for cancellation made less than 14 days from the date booked.
- (c) All functions must end before 12.00 midnight.
- 4 (a) The charges for hiring of facilities for private functions:-
Please refer to the office.
5. (a) Hirers will provide their own floral decorations or they may make separate arrangements with the Manager for such decorations at their own expense.
- (b) Other forms of decorations may be used in the building provided that no damage is done to the premises or any fittings therein. Such decorations will be removed within 24 hours of the completion of the function for which they were erected. The Council reserves the right to impose extra charges for any period of 24 hours, over and above the agreed period of reservation during which the decorations are left in the building.