



USAGE OF HARMONY CENTRE PREMISES POLICY AND PROCEDURES.

1. The organizer / user is responsible to ensuring that the hall is clean during and after the event. **SECURITY DEPOSIT WILL NOT** be refunded should our venue not cleaned up.
2. Organizers / users are **FORBIDDEN** to paste any decorations or leaflets on the wall and floor of the hall being used. **NO STAPLING** on our tables, chairs, walls and floor. The setup and arrangement of tables and chairs, as well as returning them to their original positions after the event, are the responsibility of the organizer.
3. The use of the Harmony Centre premises for **'REHEARSAL'** on the **DAY BEFORE THE RENTAL PERIOD** will be charged an **ADDITIONAL CHARGE** of RM60.00 **PER HOUR**.
4. The use of the Harmony Centre premises for **PRELIMINARY PREPARATION** is allowed for **1 HOUR ONLY** (without air conditioning), **before the event**. RM60.00 will be charged for additional time required for the preliminary preparation.
5. The air conditioner will only be installed 30 minutes before the rental period and will be switched off upon end of rental period.
6. The premises must be vacated within 1 hour after rental period concludes. Any use of the premises beyond the rental period will incur normal rental rates.
7. **DISCLAIMER LETTER** is required by the User /Organizers for taking responsibility on the cleanliness of our venue. Users are allowed to use our tables but need to bring their own tablecloths if using for food / drinks.
8. **The disposal of food waste and garbage**, including the use of catering services is **under the responsibility of the organizer / user**.
9. Organizers / users must always ensure that all food and drinks are **"Pork Free"**. Liquor (**ALCOHOL**) is not allowed inside the premises of the Harmony Centre.
10. **Vehicles are FORBIDDEN TO PARK AT OUR LAWN/GRASS AREA. NO FIREWORKS OR ANY ACTIVITIES RELATED TO FIRE ARE FORBIDDEN.**
11. The organizer / user must ensure that there is no damage to the existing equipment. The **SECURITY DEPOSIT WILL NOT** be refunded if there is any damage to the equipment / property and **NOT** in accordance with this **POLICY AND PROCEDURES**. In the case of our equipment/ property is more than the Security Deposit, the user/organizer to reimburse the balance.
12. The entire area of Harmony Centre is a **SMOKING FREE ZONE**.
13. The Management reserves the right to modify or amend any policies above at its discretion without prior notice.

