

**BALAI SENI LUKIS SABAH**  
**(LEMBAGA KEBUDAYAAN NEGERI SABAH)**  
Batu 2, Jalan Penampang 88000 KOTA KINABALU  
No. Telefon : 268748/825  
Fax : 088-210040

**BORANG PENYEWAAN GALERI & KEMUDAHAN LAIN**  
**GALLERY RENTAL & OTHER FACILITIES FORM**

<b>Nama:</b> <i>Name:</i>	<b>No. Telefon:</b> <i>Telephone No:</i>																					
<b>Nama Jabatan/Agensi/Persatuan:</b> <i>Name of Department/Agency/Association:</i>																						
<b>Alamat:</b> <i>Address:</i>																						
<b>Ruang yang dipohon:</b> <i>Requested Space:</i>	<table border="1"><tr><td>i. Galeri Yaman / <i>Yaman Gallery</i></td><td>Aras 4 / <i>Level 4</i></td><td></td></tr><tr><td>ii. Bilik Mesyuarat / <i>Meeting Room</i></td><td>Aras 4 / <i>Level 4</i></td><td></td></tr><tr><td>iii. Galeri Umum / <i>Public Gallery</i></td><td>Aras 3 / <i>Level 3</i></td><td></td></tr><tr><td>iv. Ruang Pertanyaan / <i>Reception Area</i></td><td>Aras 2 / <i>Level 2</i></td><td></td></tr><tr><td>v. Ruang Lobi - Pintu Masuk / <i>Lobby Area - Entrance</i></td><td>Aras 2 / <i>Level 2</i></td><td></td></tr><tr><td>vi. Ruang Legar / <i>Covered Open Area</i></td><td>Aras 1 / <i>Level 1</i></td><td></td></tr><tr><td>vii. Kawasan Bangunan - Parkir / <i>Building Compound / Car Park</i></td><td></td><td></td></tr></table>	i. Galeri Yaman / <i>Yaman Gallery</i>	Aras 4 / <i>Level 4</i>		ii. Bilik Mesyuarat / <i>Meeting Room</i>	Aras 4 / <i>Level 4</i>		iii. Galeri Umum / <i>Public Gallery</i>	Aras 3 / <i>Level 3</i>		iv. Ruang Pertanyaan / <i>Reception Area</i>	Aras 2 / <i>Level 2</i>		v. Ruang Lobi - Pintu Masuk / <i>Lobby Area - Entrance</i>	Aras 2 / <i>Level 2</i>		vi. Ruang Legar / <i>Covered Open Area</i>	Aras 1 / <i>Level 1</i>		vii. Kawasan Bangunan - Parkir / <i>Building Compound / Car Park</i>		
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<b>Tajuk Pameran/Acara:</b> <i>Title of Exhibition/Event:</i>																						
<b>Tarikh Pameran/Acara:</b> <i>Exhibition/Event Date:</i>																						
<b>Butiran Ringkas dan Draf Program</b> <b>(dilampirkan jika perlu):</b> <i>Brief Description or Tentative Program</i> <i>(separate attachment if necessary):</i>																						

<b>Terma &amp; Syarat / Terms &amp; Conditions:</b>					
1.	Tempoh tempahan adalah dua (2) bulan sebelum acara berlangsung. <i>Booking period is two (2) months prior to the event.</i>				
2.	Bayaran pendahuluan sebanyak 50% daripada sewa yang ditetapkan hendaklah dibayar seminggu sebelum acara berlangsung. <i>50% deposit of rental payment is required one week prior to the event.</i>				
3.	Permohonan peralatan tambahan akan dikenakan caj mengikut kadar-kadar yang sedia ada. <i>Additional charges apply to every extra facilities based on rates provided.</i>				
4.	<p><b>Komisyen:- / Commision:-</b></p> <table border="1"> <tr> <td><b>10%</b></td> <td>Bayaran 10% komisyen akan dikenakan kepada semua karya seni atau tiket terjual semasa tempoh penyewaan. <i>10% commision fee will be charged for all artworks or tickets sold during the rental period.</i></td> </tr> <tr> <td><b>20%</b></td> <td>Bayaran 20% komisyen akan dikenakan bagi aktiviti anjuran Balai Seni Lukis Sabah. <i>20% commision fee will be charged for all artworks or tickets sold during the event period organized by Sabah Art Gallery.</i></td> </tr> </table>	<b>10%</b>	Bayaran 10% komisyen akan dikenakan kepada semua karya seni atau tiket terjual semasa tempoh penyewaan. <i>10% commision fee will be charged for all artworks or tickets sold during the rental period.</i>	<b>20%</b>	Bayaran 20% komisyen akan dikenakan bagi aktiviti anjuran Balai Seni Lukis Sabah. <i>20% commision fee will be charged for all artworks or tickets sold during the event period organized by Sabah Art Gallery.</i>
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5.	Penyediaan katalog adalah tanggungjawab penyewa dan hendaklah mengikut format yang disediakan oleh BSLS. <i>The tenant is responsible for producing their catalogue subject to SAG's standard format.</i>				
6.	Majlis perasmian (jika ada) adalah tanggungjawab penyewa sendiri. <i>The tenant is responsible for their opening ceremony (if any).</i>				
7.	Pemasangan karya-karya, lampu dan penghawa dingin dikendalikan oleh BSLS. <i>Installation of artworks, lighting and air conditioning are the reponsibility of SAG.</i>				
8.	Insuran adalah tanggungan penyewa. <i>The tenant is responsible for their insurance.</i>				
<p>Saya bersetuju dengan terma &amp; syarat yang ditetapkan dan mengesahkan tarikh tempahan yang dipohon. <i>I hereby agree to the terms and conditions as set forth by the management and confirm the mentioned date of booking.</i></p>					
<p>..... Tandatangan/<i>Signature</i></p> <p>..... Tarikh/<i>Date</i></p>					

**SENARAI SEWA GALERI DAN KEMUDAHAN LAIN**  
**LISTS OF GALLERY RENTAL AND OTHER FACILITIES**

<b>Bil.</b>	<b>Kemudahan/ Facilities</b>	<b>Perkara/ Topics</b>	<b>Agensi Kerajaan/ Government Agency</b>	<b>Sektor Korporat/ Corporate Sector</b>	<b>Jumlah/ Total (RM)</b>
1.	<b>Galeri Yaman / Yaman Gallery</b> (Aras 4 / Level 4) Keluasan 548 meter persegi <i>per square meter /</i> 5,900 kaki persegi <i>per square foot</i>	<b>Pameran</b>	RM2000 Seminggu / 1 week	RM2500 Seminggu / 1 week	
			RM5000 Sebulan / a month	RM5500 Sebulan / a month	
2.	<b>Galeri Umum / Public Gallery</b> (Aras 3 / Level 3) Keluasan 522 meter persegi <i>per square meter /</i> 5,600 kaki persegi <i>per square foot</i>	<b>Konsert</b>	RM3000 Sehari / a day (8am-10pm)	RM3500 Sehari / a day (8am-10pm)	
			<b>Acara/Program</b> (Bengkel, Aktiviti Seni, Forum, Seminar dll)	RM500 Sehari / a day (8am-10pm)	RM550 Sehari / a day (8am-10pm)
		<b>Masa Tambahan</b>		RM3000 Seminggu / 1 week	RM3500 Seminggu / 1 week
			RM200 Sejam / per hours	RM250 Sejam / per hours	
3.	<b>Ruang Legar Lobi Pertanyaan / Reception Lobby</b>		RM50 Sehari / a day	RM100 Sehari / a day	
			RM300 Seminggu / 1 week	RM350 Seminggu / 1 week	
			RM500 Sebulan / a month	RM550 Sebulan / a month	
4.	<b>Ruang Legar - Pintu Masuk / Entrance Lobby</b>		RM30 Sehari / a day	RM80 Sehari / a day	
			RM150 Seminggu / 1 week	RM200 Seminggu / 1 week	
			RM300 Sebulan / a month	RM350 Sebulan / a month	
5.	<b>Ruang Legar - Aras Bawah@Kulung/ Ground Floor</b>  10-40 orang / People		RM200 Sehari / a day	RM250 Sehari / a day	
6.	<b>Bilik Mesyuarat / Meeting Room</b>  18-40 orang / People		RM70 Sejam / per hours	RM120 Sejam / per hours	
			RM400 Sehari / a day	RM450 Sehari / a day	
7.	<b>Kawasan Bangunan / Building Compound</b>		RM3500 Sehari / a day	RM4000 Sehari / a day	
8.	<b>Penggambaran / Photo Shoot</b> <i>By appointment only</i>		RM400 Sehari / a day	RM450 Sehari / a day	
9.	<b>Easel</b>		RM50 2 hari / 2 days	RM100 2 hari / 2 days	

10.	<b>Rostrum</b>		RM50 2 hari / 2 days	RM100 2 hari / 2 days	
11.	<b>Kotak Pameran / Display Box</b>	White	RM10.00	RM30.00	
12.	<b>Projektor &amp; Skrin / Projector &amp; Screen</b>	6 x 9	RM50.00	RM200.00	
13.	<b>Sistem Siar Raya / PA System</b>	Speaker & Mikrofon	RM100.00	RM200.00	
14.	<b>Panel Pameran / Display Panel</b>	White	RM50.00	RM200.00	
15.	<b>Panel Bergerak / Moveable Panel</b>	Kelabu / Grey	RM50.00	RM200.00	
16.	<b>Pentas / Stage</b>	10 x 20 Kaki / Feet	RM80.00	RM240.00	
17.	<b>Meja Art / Art Table</b>		RM50.00	RM200.00	
18.	<b>Kerusi Plastik / Plastic Chair</b>		RM3.00	RM10.00	
19.	<b>Kerusi Banquet / Banquet Chair</b>		RM7.00 Berlapis	RM30.00 Berlapis	
			RM5.00 Tidak Berlapis	RM20.00 Tidak Berlapis	
20.	<b>Meja Bulat / Round Table</b>	8 Orang / People	RM25.00 Berlapis	RM55.00 Berlapis	
			RM20.00 Tidak Berlapis	RM50.00 Tidak Berlapis	
21.	<b>Meja Banquet / Banquet Table</b>	2' x 6' / 3' x 6'	RM15.00 Berlapis	RM45.00 Berlapis	
			RM10.00 Tidak Berlapis	RM40.00 Berlapis	
<b>Caj Penyelenggaraan/Pembersihan/Maintenance/Cleaning Fee :</b>					<b>RM</b>
<b>dalam bangunan/ indoor :</b>					<b>RM500</b>
<b>luar bangunan/ outdoor :</b>					<b>RM500</b>
<b>Jumlah Kecil/ Sub-Total :</b>					<b>RM</b>
<b>JUMLAH KESELURUHAN / TOTAL:</b>					<b>RM</b>
<b>KEGUNAAN PEJABAT SAHAJA / FOR OFFICE USE ONLY:</b>					
Tandatangan / Signature:			Nama Pegawai Bertugas/ Name of Officer in Charge:		
			Tarikh / Date :		
<b>Catatan / Note :</b>					