



YMCA of Hong Kong Beacon Centre - Lifelong Learning Institute
香港基督教青年會西九龍耀信發展學習中心

Facilities Booking Application Form - External
設施預訂申請表 - 外界團體

Please read the Booking Guidelines below for Facility Booking before filling in this form.
填寫申請表前請細閱以下設施租用守則及條款

Name of Applicant 申請人姓名: _____ Church 教會/ Company 公司/ Group 團體/ NGO 非牟利機構

* Please attach a copy of the Business Registration Certificate / Society Registration Certificate; and/or Charitable Institutions and Trust Registration Certificate

請附上商業登記證明副本/ 社團註冊證明副本; 以及/ 或慈善機構及信託註冊證明副本。

Contact Person 聯絡人: _____ Address 地址: _____

E-mail Address 電郵地址: _____ Telephone No. 電話號碼: _____ Fax No. 傳真號碼: _____

Date(s) of Meeting 使用日期: _____ Venue 場地: _____ (Multi-function Hall/ Seminar room/ Chapel)

Time 時間: 由上午/下午 From _____ a.m./p.m. to 至上午/下午 _____ a.m./p.m.

(Minimum booking: 2 hours; preparation and clean-up time must be included) (最少預訂2小時, 必須包括場地準備和清理時間)

Activity/ Course Title 活動 / 課程名稱: _____ Number of Attendance 出席人數: _____

Details of Event (e.g. theme, title, programmes and name of artists / speakers, etc.)

活動詳情: (例如主題、標題、節目和藝人/ 講者姓名等):

Payment method 付款方式:

Cash
現金

Cheque
支票

Invoice Required
- Please note it will process in 10 working days after quotation confirmed
需要發票 - 將於報價確認後10個工作日內處理

Room Setting 場地佈置:

U-Shape
U型

Seminar Shape
講座

Long Table (130cm x 48cm) ____ (pcs)
長枱(130cm x 48cm) ____ (張)

Chair (pcs)
椅子 (張)

Classroom Shape
課室

Others (Please specify and submit a detailed floor plan)
其他 (請列名要求並提供詳細平面圖)

Free Equipment Booking 免費租借的設備:

PA System with wireless mic
無線擴音器連廣播系統

LCD Projector with Screen
液晶投影機連屏幕

Additional Equipment Rental Charge 額外供租借的收費設備:

Stages (3m x 2m) (6 pcs) - \$250/hr
舞台 (3米 x 2米) (6 個) - \$250/小時

Netbook - \$60/hr
手提電腦 - \$60/小時

Keyboard/Drum set - \$60/hr
鍵盤/鼓組 - \$60/小時

Cleaning Service Charge - \$200/day
清潔服務費用 - \$200/日

Other 其他 _____

***Room setting service will be provided only for applicants who tick ✓ where appropriate.**

*中心只會因應申請人在適用處打勾✓的項目提供相應的房間佈置服務

Guidelines

指引

- A. *The YMCA reserves the right of giving members priority in using YMCA's facilities and services.*
香港基督教青年會保留會員優先使用設施服務之權利。
- B. *Booking must be made to the BC Admin by email or fax 7 days in advance.*
所有場地申請應在租用日最少七個工作天前提交(電郵或傳真)西九龍耀信發展學習中心。
- C. *All bookings will be accepted on a FIRST-COME, FIRST-SERVED basis.*
預訂視供應情況而定，並按照先到先得原則安排。
- D. *Special rates for block booking could be granted. Please contact our staff for more details.*
批量預訂可享有優惠格。詳情請與中心職員工聯絡。
- E. *Any cancellation of booking is not refundable. Re-schedule booking could be made not later than 30 days prior to the commencement of the event in writing.*
取消預訂均不設退款。如有取消或變更需於活動開始前至少 30 天以書面通知。
- F. *Official quotation with contract will be issued once application accepted.*
我們將接受預定申請後，發出正式報價單及合約。
- G. *Any kind of profit-making activity is not allowed without prior written permission of the YMCA.*
未經香港基督教青年會事先書面許可，不得從事任何盈利活動。
- H. *The YMCA's reserves the right to terminate any booking should, in our opinion, there be any breach of the YMCA regulations or should the facilities be needed for such programmes deemed by YMCA management. No explanation needs to be given in exercising this right.*

香港基督教青年會保留解釋和修改場地租用守則及條款的權利。租用者應遵守所有相關法律法規和規章，如有任何爭議，以香港基督教青年會最終決定為準。

Date of Application 申請日期: _____ Signature & Company Chop 簽名及公司印章: _____

TERMS AND CONDITIONS FOR FACILITIES BOOKING

(Beacon Centre Lifelong Learning Institute)

In applying to use our facilities in Beacon Centre– Lifelong Learning Institute (“the Centre”), you are required to read all the terms and conditions of facilities booking of the YMCA of Hong Kong, hereafter referred to as the YMCA, as follows:

1 Application

- 1.1 The YMCA reserves the right of giving members priority in using YMCA’s facilities and services.
- 1.2 All booking applications should be made at least 7 days before the date of the event.
- 1.3 Applicants are required to submit the application form for YMCA approval. Then applicants must sign and return quotation and booking contract issued by YMCA after the acceptance of bookings. Full payment should be paid on or before the date stated on the agreement schedule.
- 1.4 Block booking with special discount will be granted for 21 booking days or above from the same applicant/ group within 3 consecutive months.
- 1.5 Any cancellation of booking is not refundable. Change of booking will be accepted only in written request and submitted to the Centre not later than 1 month prior to the commencement of the event. If the requested date or time is not available, the paid amount will be reserved for future rental within 3 months.
- 1.6 The minimum booking time is 2 hours including preparation and clear up time. Venue must be returned to the YMCA sharply at the scheduled ending time. The booking charge will be automatically extended for another session on hourly basis for any overdue use exceeding 15 minute.
- 1.7 Applicants should appoint an appropriate person on site with whom the YMCA’s staff shall liaise in case of emergency, etc.

2 Venue Facilities Usage

- 2.1 Applicants and their group members are entitled to access the venue and use the facilities confined to the agreed confirmation only and shall not loiter around in the Centre. All contents related are to be left in the original condition, secured, and with lights and air-conditioning switched off when leaving. Applicants must remove all decorative, promotional and packing materials before departure. Additional cost for removal, clean-up or disposal will be charged to applicants.
- 2.2 Applicants and their group members are responsible to pay for repairs to the building or contents or equipment if loss and damage occurs during hiring. Any alternation, modification and addition to the premises and facilities are prohibited.
- 2.3 Lockers are available for hire on request. Additional terms and conditions will be applied.
- 2.4 Complimentary parking cannot be available for applicants and their group members.
- 2.5 Applicants renting the whole floor should ensure the emergency exit is clear, accessible and not obstructed during the booking time.

3 Venue Activities

- 3.1 Requests to book facilities for the purpose of conducting religious ceremonies or activities must receive approval from the YMCA.
- 3.2 Applicants and their group members are not allowed to promote or otherwise propagate their beliefs and activities, e.g. posters, slogans, etc. within the YMCA’s premises without approval of the YMCA.
- 3.3 The applicants should never publicise, promote, campaign, or advertise their functions by bearing the name of the YMCA; nor hinting any relations or connections with the YMCA apart from the address of the hired venue.
- 3.4 Immoral or illegal activity is not allowed within the YMCA premises. The YMCA reserves the rights to remove any item considered rude and obscene.
- 3.5 No profit-making activity of any kind is allowed in the booked venue or within the YMCA without the permission of the YMCA.
- 3.6 No film shooting or recording should be made on any events held within the premises of the YMCA without obtaining the prior approval of the Centre. 20% of the total venue rental fee will be imposed in such cases as extra charges.
- 3.7 Applicants and their group members should follow the venue regulations such as no smoking, keep everything clean and tidy, etc.
- 3.8 No food and beverage can be served or consumed in the venue without prior permission of the YMCA. Extra service charges will be imposed in such cases.

4 Special Arrangements in Case of Typhoons or Rainstorms

- 4.1 If Typhoon Signal No.8 or Black Rainstorm Signal is issued before the centre opens, the centre will be closed until the warning is cancelled. If the warning is cancelled less than 4 hours before normal closing hours, the centre will remain closed that day.
- 4.2 When Typhoon Signal No.8 or above is hoisted during the booking time, all activities will be suspended immediately as the centre will be closed in 15 minutes after announcement. Applicants can choose to re-schedule or cancel the booking.
- 4.3 When Black Rainstorm Warning Signal is hoisted during the booking time, the centre will remain open. Applicants can choose to have the booking held as scheduled, re-schedule or cancel the booking. Applicants, but not the YMCA holds responsibility for any damage, injury or loss caused during the function for the booking held as scheduled.
- 4.4 Re-schedule of booking because of Typhoon Signal No.8 or Black Rainstorm Signal must be submitted to the Centre in written request not later than 1 month after the original booking date. All unused time of bookings will be counted in hourly basis.
- 4.5 Cancellation of booking because of Typhoon Signal No.8 or Black Rainstorm Signal is refundable. There are three refundable sections: 09:00-13:00;13:00-18:00; 18:00-22:00. Applicants must contact the Centre 15 minutes before the booking starts in each section to cancel the booking. An administrative fee of 25% of the total rent will be applied. Take a 09:00-16:00 booking as example,
 - A. If applicant cancels booking at 08:45, 75% of the total rent (09:00-13:00; 13:00-16:00) could be refundable.
 - B. If applicant cancels booking at 09:15, only 75% of the rent (13:00-16:00) could be refundable.
 - C. If applicant cancels booking at 13:15, there will be no refund.

5 General

- 5.1 Applicants and their group members shall be responsible for their own insurance to cover all eventualities during the use of the booked venue including any property or third parties liabilities etc. They shall not hold the YMCA or its officers responsible for any damage or losses that may be incurred to their property.
- 5.2 The YMCA may adjust the charges or venue location at any time should, in our opinion, circumstances merit.
- 5.3 The YMCA’s reserves the right to terminate any booking should, in our opinion, there be any breach of the YMCA regulations or should the facilities be needed for such programmes deemed by YMCA management. No explanation needs to be given in exercising this right.
- 5.4 The YMCA reserves the rights for legal appeal to claim the applicant to pay the total rental venue fee stipulated in the booking agreement signed by the applicant.
- 5.5 The YMCA reserves the rights to refuse any person who fails to comply with above terms and conditions to enter the venue or use the facilities.
- 5.6 The YMCA reserves the rights to revise the above terms and conditions from time to time when deemed necessary in order to maintain proper standards for the YMCA and top properly protect their interest of all users.

場地及設施租用守則及條款 (西九龍耀信發展學習中心)

在申請使用西九龍耀信發展學習中心場地及設施時，申請者必須細閱下列所有香港基督教青年會（以下簡稱「港青」）場地及設施租用守則及條款。

1 場地申請

- 1.1 香港基督教青年會保留會員優先使用設施服務之權利。
- 1.2 所有場地申請應在租用日最少七個工作天前提交／電郵／傳真至西九龍耀信發展學習中心。
- 1.3 場地申請須經過香港基督教青年會批准。場地申請被接納後，租用者必須簽署及交回由香港基督教青年會發出之報價單及場地租用合約，並在訂明的日期或之前全數繳交租用場地及設施的費用。
- 1.4 同一機構或團體於場地申請之首個使用日起，連續三個月租用場地共達二十一日或以上，即視為長期租用。長期租用可享受特別折扣優惠。
- 1.5 取消場地將不獲退款；更改租用日期須於所租用日最少一個月前以書面通知，交至西九龍耀信發展學習中心。租用日期只可在場地設施租用情況許可下更改，已繳交之金額會留作其後三個月內租用場地之用。
- 1.6 場地租用最少兩小時，事前預備及清理時間亦計算在內。租用者須準時交還房間，超時使用十五分鐘或以上將自動作一小時計算收取超時場地費用。
- 1.7 租用者應指派一名代表在場以作緊急聯絡。

2 場地設施使用

- 2.1 租用者只可使用場地所提供或已租用的設備及設施，並有責任在使用後還原所有設備及設施至原來的狀態和關上電燈及冷氣。租用者須在交還租用場地前將全部所屬物件，包括裝飾、宣傳及包裝物品移除和清理，否則西九龍耀信發展學習中心有權向租用者徵收額外清理的所須費用。
- 2.2 一切由租用者及其活動參加者對中心內任何地方、設施及器材所造成污漬、損失或損壞，均由租用者負責賠償有關維修或／以及更換的費用。租用者不得對中心內任何地方、設施及器材進行變更、改裝、加裝或／及外置任何物件。
- 2.3 使用中心儲物櫃須向中心職員查詢及遵守有關細則。
- 2.4 西九龍耀信發展學習中心不提供泊車位予租用場地及其活動參加者。
- 2.5 如租用全層場地，租用者必須確保所有緊急逃生出口在任何時間均保持清潔及沒有阻塞，並確保出口指示牌沒有被遮蓋。

3 場地活動

- 3.1 使用場地舉行與宗教有關之活動、聚會及儀式，必須先獲香港基督教青年會總幹事許可。
- 3.2 未經香港基督教青年會總幹事許可，租用者及其活動參加者不得在香港基督教青年會場地以海報、標語等方式推廣或傳播與宗教有關之訊息及活動。
- 3.3 租用者在公開發佈、宣傳、推廣或刊登廣告推廣其活動時，除可使用西九龍耀信發展學習中心地址作為舉行活動之場地外，不得直接或間接以香港基督教青年會或西九龍耀信發展學習中心名義推廣其活動、或令人相信該等活動與香港基督教青年會或西九龍耀信發展學習中心有任何的關係或聯繫。
- 3.4 不得把場地作任何不道德或非法之用。西九龍耀信發展學習中心保留權利除去任何認為無禮及猥褻的物品。
- 3.5 不得在場地進行直接銷售、現金交易、推銷買賣、商業宣傳及競投賭博等活動。
- 3.6 在場地範圍拍攝及錄影，必須先獲香港基督教青年會總幹事許可。另須徵收場地費用之20%為拍攝附加費。
- 3.7 租用者及其活動參加者應遵守場地守則，例如嚴禁吸煙、保持整潔等。
- 3.8 未經准許，不得在任何場地飲食。一經發現，須徵收 20%餐飲清潔附加費。

4 颱風或暴雨下的特別安排

- 4.1 如黑色暴雨警告或八號或以上熱帶氣旋警告訊號於中心開放時間前懸掛，中心不會開放直至警告訊號卸下。如警告訊號於距離中心正常關閉時間不足四小時懸掛，中心當日不會重開。
- 4.2 如八號或以上熱帶氣旋警告訊號於租用期間懸掛，所有中心活動須即時中止，中心在訊號懸掛後十五分鐘關閉。租用者可更改租用日期或取消租用。
- 4.3 如黑色暴雨警告於租用期間懸掛，中心繼續維持開放。租用者可選擇繼續使用、更改租用日期或取消租用。租用者須自行負責繼續使用期間有可能引致的任何損失或傷亡。
- 4.4 因黑色暴雨警告或八號或以上熱帶氣旋警告訊號引致的租用更改必須在原租用日起一個月內以書面確認。所有未使用的租用時間以完整小時計算。
- 4.5 因黑色暴雨警告或八號或以上熱帶氣旋警告訊號引致的取消租用可獲款項退還。計算退款時，租用時間劃分為三個時段：09:00-13:00; 13:00-18:00; 18:00-22:00。租用者必須於各時段開始時間 15 分鐘前通知中心以取消租用。已繳款項扣除全額費用的百分之二十五作行政費用後將獲退還。以租用09:00-16:00 場地為例，
 - A. 如租用者於 08:45 取消場地，場地全額費用(09:00-16:00)的百分之七十五可獲退還。
 - B. 如租用者於 09:15 取消場地，只有部分場地費用(13:00-16:00)的百分之七十五可獲退還。
 - C. 如租用者於 13:15 取消場地，則不獲退款。

5 一般事項

- 5.1 租用者有責任為租用場地內舉行的活動及參加者購買適合的保險，包括第三者保險等等。香港基督教青年會無須為場地租用期間引致的任何傷亡，蒙受損失或財物損壞承擔責任。
- 5.2 香港基督教青年會保留調整場地費用、設施費用及可租用場地的權利。
- 5.3 對於因內部管理原因或違反規定的場地租用，香港基督教青年會保留隨時終止場地租用的權利而無須給予任何理由。
- 5.4 香港基督教青年會保留根據場地租用合約向租用者收取所有租用場地費用的法律權利。
- 5.5 任何人士如不遵守或違反租用守則及條款，香港基督教青年會保留拒絕其進入及使用有關場地設施的權利。
- 5.6 香港基督教青年會保留修訂以上場地及設施租用條款而無須給予任何理由及預先通知的權利，以維持香港基督教青年會的服務質素，並適當地保障所有使用者的利益。