



TERMS AND CONDITIONS FOR FACILITIES BOOKING

YMCA King's Park Centenary Centre

In applying to use our facilities of YMCA King's Park Centenary Centre ("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 the Centre's facilities and services.
- 1.2 All booking applications should be made at least 14 working days before the date of the event. Advance booking application can be accepted three months prior to the event date and need to pay full payment upon a confirmation letter is issued.
- 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. Otherwise, the booking will be automatically cancelled.
- 1.4 Block booking with special discount shall be granted for the rental amount \$50,001 or above from the same applicant/group for 3 consecutive months or above.
- 1.5 Any cancellation of booking less than 20 working days before the date of the event is not refundable. Cancellation of booking shall be accepted only in written request and submitted to the Centre not later than 20 working days prior to the commencement of the event. A refund of 70% of the total payment after deduction of used bookings at original rate will be made; others will be charged as administration fee.
- 1.6 Change of booking shall be accepted only in written request and submitted to the Centre not later than 20 working days prior to the commencement of the event. If the requested date or time is not available, the paid amount shall be reserved for future rental within 3 months.
- 1.7 The minimum booking time is 1 hour including preparation and clear up time. Venue must be returned to the Centre 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 minutes.
- 1.8 Applicants should appoint an appropriate person on site with whom the Centre'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 or make use of other facilities they have not booked. 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 Some storage space or lockers are available for hire on request. Applicants and their group members shall not hold the YMCA or its officers responsible for any damage or loss that may be incurred to items kept inside the storage space or lockers and are responsible for their own insurance of any equipment stored in the Centre premises. Additional terms and conditions will be applied. Extra locker charges will be imposed.
- 2.4 Audio-visual equipment is available for hire on request. Applicants and their group members who cause damages to any facility and equipment shall be fully responsible for the cost of repair or replacement.
- 2.5 All equipment must be returned no later than 15 minutes after the event ends.
- 2.6 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 Applicants and their group members are not allowed to conduct religious ceremonies or activities within the Centre's premises without the permission of 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 Centre's premises.
- 3.3 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 Centre's 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 within the Centre's premises 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. A minimum of 50% of the total venue rental extra charges.
- 3.7 Applicants and their group members should follow the venue regulations such as no smoking, keep everything clean and tidy, etc. Applicants may be asked to compensate for any loss or damage.
- 3.8 Applicants should take care and safeguard their own personal belongings. YMCA is not responsible for any loss or damage to personal belongings.
- 3.9 Food and beverage is only allowed at the designated areas.

4 Special Arrangements in Case of Typhoons or Rainstorms

- 4.1 If Typhoon Signal No.3 or Amber or Red Rainstorm Signal is issued during the booking time or before the centre opens, the centre will remain open. Any cancellation of booking is not refundable. The paid amount of outdoor venue booking shall be reserved for future rental within 3 months.
- 4.2 If Typhoon Signal No.8 is hoisted 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.
- 4.3 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 the booking.
- 4.4 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 or re-schedule. Applicants, but not the YMCA holds responsibility for any damage, injury or loss caused during the function for the booking held as scheduled.
- 4.5 Re-schedule of booking because of Typhoon Signal No. 1 or above or Amber or red or Black Rainstorm Signal must be submitted to the Centre in written request not later than two weeks after the original booking date. All unused time of bookings will be counted in hourly basis.

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 or should there be conceived to cause risk or potential damage to any part of the premises, facilities and other venue users. 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.