



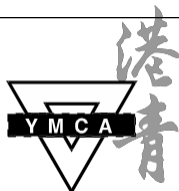
YMCA OF HONG KONG

Notes for Photo Taking, Video Taking and Related Activities at King's Park Centenary Centre

1. All photo taking, video taking and related activities is prohibited unless with the prior approval of YMCA of Hong Kong.
2. Application to conduct photo taking, video taking and related activities at King's Park Centenary Centre should be forwarded to King's Park Centenary Centre's Service Counter (Tel.: 2782 6682, Fax: 2783 7876) **at least THREE WEEKS prior to the event day.**
3. Charges for photo taking, video taking and related activities are as follows: (*Effective from: 1st July 2022*)

Location	Rate	Electricity Supply	Instructor Fee	^Additional Staff Cost
Climbing Wall	\$2,500(non-peak hours) \$2,700(peak hours)	\$700 per hour (if required)	\$700 per hour per instructor *(if required)	\$390 per hour per head (if required)
Inline Skating Rink	\$2,500(non-peak hours) \$2,700(peak hours)			
Tennis Court 1-3	\$1,100(non-peak hours) \$1,300(peak hours)			
Multi-Purpose Function Room	\$1,300(non-peak hours) \$1,500(peak hours)			
KPCC Garden	\$1,300(non-peak hours) \$1,500(peak hours)			
Open Area	\$900(non-peak hours) \$1,100(peak hours)			
Payment	Charge is non-refundable. Payment must be settled at least two weeks in advance by Cash, Cheque or Credit Card Cheque payable to "YMCA of Hong Kong"			

4. *For any shooting activity held on Climbing Wall must be accompanied by instructor provided by our Centre and minimum hiring period of **TWO** hours.
5. ^Additional charges for an event taking place on hours outside the normal opening hours (i.e. 9:30 a.m. – 10:30 p.m. from Monday to Saturday, 9:30 a.m. – 6:30 p.m. on Sunday and Public Holidays). The additional charges will be dependent on the additional services required and the number of staff involved.
6. Permission to carry out the photo taking, video taking or related activities at King's Park Centenary Park may be revoked by YMCA of Hong Kong without prior notice.
7. The applicant should provide sufficient safety precaution and insurance coverage for the entire event. Additional insurance premium may be required, it will be dependent on the assessment made by the YMCA of Hong Kong case by case. The applicant is solely responsible for claim for any losses or damages incurred in the event, YMCA of Hong Kong has no liability for any losses or damages incurred in such event.
8. Application from the individual will not be considered unless the applicant is the user of the facility and taking video or photo for personal use. Charge may be waived subject to the discretion of YMCA of Hong Kong.
9. YMCA of Hong Kong reserves the right to claim for any losses or damages incurred in such event.



YMCA OF HONG KONG

Application Form for Photo Taking, Video Taking and Related Activities at King's Park Centenary Park

TERMS AND CONDITIONS:

I understand and accept the terms and conditions stated in "Notes to Application for Photo Taking, Video Taking and Related Activities at King's Park Centenary Centre".

I understand that my application to carry out video taking, photo taking and related activities at King's Park Centenary Centre may be revoked by YMCA of Hong Kong at any time without prior notice. YMCA of Hong Kong shall have no liability for any losses or damages incurred in such case.

Name of Organization _____

Address _____

Name of Applicant _____ Position in Organization _____

Telephone No. _____ (Office) _____ (Mobile)

E-mail Address _____ Fax No. _____

Signature of Applicant _____ Date _____
(Company chop is required)

Name of Contact Person _____ Position in Organization _____
(If different from the name of the Applicant)

Telephone No. _____ (Office) _____ (Mobile)

E-mail Address _____ Fax No. _____

Details of Photo Taking, Video Taking and Related Activities

1	Date(s)/Time(s) of use	:	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 15%;"></th> <th style="width: 25%;">1st Choice</th> <th style="width: 25%;">2nd Choice</th> <th style="width: 35%;">3rd Choice</th> </tr> </thead> <tbody> <tr> <td style="text-align: left;">Date</td> <td style="height: 40px;"></td> <td style="height: 40px;"></td> <td style="height: 40px;"></td> </tr> <tr> <td style="text-align: left;">Time</td> <td style="height: 40px;"></td> <td style="height: 40px;"></td> <td style="height: 40px;"></td> </tr> </tbody> </table>		1 st Choice	2 nd Choice	3 rd Choice	Date				Time			
	1 st Choice	2 nd Choice	3 rd Choice												
Date															
Time															
2.	Location/Area(s) to be used	:	*Inline Hockey Rink / Climbing Wall / Tennis Court No. 1 / 2 / 3 / Others (Please specify): _____ _____												
3.	Purpose for using the location	:	_____ _____ _____												
4.	No. of crew members and actors	:	_____												
5.	Car license plate no (if applicable).	:	_____												
6.	Policy of insurance (if available)	:	_____												
7.	Brief description of the photo taking or video taking event, such as action, movement, conversation, name of actor(s), story board, etc. (use separate sheets if required)	:	_____ _____ _____ _____												

Office Use Only	
Recommended by: _____ (Designated Staff / Center-in-charge, KPCC)* Date: _____	Endorsed by: _____ (Center-in-charge, KPCC / Director of MPS)* Date: _____
Approved by: _____ (Director of MPS or above) * Date: _____	Remarks: _____ _____ _____ _____ _____

**Delete whichever is inappropriate*

Last update: June 2022