



租場說明 Rental Description:

一. 手續 Formalities

- 1.) 申請人請先致電本會了解場地使用及租金情況，如欲索取「場地租用申請表格」，請致電：**2782 6682** 或電郵至 kpcc@ymcahk.org.hk，填妥之表格也可透過傳真：2783 7876或電郵方式交回本會。
- 2.) 申請人必須以**英文大楷**填妥申請表格給本會審批其場地租用之申請。
- 3.) 本會收到填妥表格及有關資料後，會以傳真或電郵方式通知申請人。申請人必須回覆確認有關報價，以及獲本會批核後所發出的場地租用確認信件/租用合約上簽署，並需要在確認信件訂明的繳款日期前繳付按金或全數的款項，否則其場地租用可被自動取消。
 - 1.) Please contact us at 2782 6682 or email to kpcc@ymcahk.org.hk for checking any venue rental matters and obtain "Facilities Booking Application Form (External)". The completed application form can be returned by fax to: 2783 7876 or email to kpcc@ymcahk.org.hk.
 - 2.) Applicants are required to submit a complete application form (write in block letters) for YMCA approval.
 - 3.) Once we receive the completed form, we will confirm the applicant by fax/email. Then applicants must reply and confirm the quotation and sign back the confirmation letter / booking contract issued by YMCA after the acceptance of bookings. Deposit or FULL payment should be paid on or before the date stated on the confirmation letter. Otherwise the venue booking would be released automatically.

二. 租場基本原則 (最少租用 1 小時) Basic rental principles (min. 1 hour) :

- 1.) 分單次和連續性多次租用，連續性多次租用享有特別優惠。
- 2.) 若欲以特別優惠租用場地，必須先聯絡查詢優惠事宜。電話：**2782 6682**或電郵至 kpcc@ymcahk.org.hk。
- 3.) 場地租用費包括場地準備及收拾時間。
- 4.) 場地租用費如有調整，本中心不作另行通知。
- 5.) 場地租用費並不包括提供任何物資過夜儲存。
 - 1.) There are single booking and block booking rentals, special offers will be offered to block book rental.
 - 2.) Should the applicant wish to book the venue concessionary, please contact us for the benefits matters at 2782 6682 or email to kpcc@ymcahk.org.hk.
 - 3.) Rental charge includes site preparation and clean up time.
 - 4.) Rental charge is subject to change without any notice.
 - 5.) Rental charge excludes the provision of overnight storage for keeping users' programme materials.

三. 繳費 Payment :

- 1.) 申請人須在活動前 30 天繳付 50% 訂金。
- 2.) 申請人須於活動前 14 天繳付租金餘款。如未能如期繳付餘款，已繳之訂金將不獲發還，有關申請會被作廢，本會不會另行通知。
- 3.) 申請人以劃線支票繳費(恕不接受期票)，支票抬頭請寫「YMCA OF HONG KONG」或「香港基督教青年會」，郵寄或親身遞交本會。
- 4.) 有關其他場地租用細則，請參閱場地設施租用條款。
 - 1.) Applicants are required to settle the 50% deposit prior to 30 days of the event.
 - 2.) Applicants are required to settle the balance prior to 14 days of the event, otherwise, the booking will be cancelled without any further notice, as well as the deposit will not be refunded.
 - 3.) Please make crossed cheque payment (post-dated cheque is not accepted), cheque payable to "YMCA OF HONG KONG", by mail or in person to YMCA King's Park Centenary Centre.
 - 4.) For the booking details, please refer to Terms and Conditions for Facilities Booking (External Users).



TERMS AND CONDITIONS FOR FACILITIES BOOKING (EXTERNAL USERS)

YMCA King's Park Centenary Centre

In applying to use our facilities in YMCA King's Park Centenary Centre, you are required to observe all the terms and conditions of facilities booking of the YMCA of Hong Kong, hereafter referred to as the YMCA, as follows:

1. Application Guidelines:

- 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** and will be accepted on a **First-Come, First-Served basis**. **Advance booking application can be accepted six months prior to the event date and need to pay at least 50% deposit or full payment upon the confirmation letter is issued.**
- 1.3 Applicants are required to **submit the application form** for YMCA approval. YMCA reserves the right to decline any booking application.
- 1.4 After notification of acceptance by the YMCA, applicants are required to settle the first installment or 50% deposit or full payment within seven days from the issue date of the confirmation letter or on the date stated on the agreement. **Otherwise, the booking will be automatically cancelled.**
- 1.5 **Change of booking will be accepted only in writing and submitted to YMCA King's Park Centenary Centre Office not later than 7 days prior to the commencement of the event.** If the newly requested date or time is not available, the paid amount will be reserved for future rental usage.
- 1.6 **Block booking** with special discount will be granted on a quarterly (i.e. January to March, April to June, July to September, and October to December) or yearly basis for continuous booking days from the same applicant/group within 3 consecutive months. **No refund and re-scheduling of booking** will be considered if any of the date(s) booked is not taken up by applicant. Request for extension of block booking after the existing one should only be made one month before the end of the current booking.
- 1.7 Cancellation of bookings will only be accepted in writing and submitted to YMCA King's Park Centenary Centre Office not later than 21 days (only applicable for those advance booking of 30 or above days) prior to the commencement of the event. A refund of 50% of the total payment after deduction of used bookings at original rate will be made; others will be charged as administration fee.
- 1.8 Applicants should **appoint an appropriate person** on site with whom the YMCA's staff shall liaise in case of emergency, etc.

2. Venue Activities:

- 2.1 Requests to book facilities for the purpose of conducting religious ceremonies or activities must receive approval of the YMCA's General Secretary.
- 2.2 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 King's Park Centenary Centre's premises without approval of the YMCA's General Secretary.
- 2.3 **Immoral or illegal activity is not allowed** within the YMCA King's Park Centenary Centre's premises. The YMCA reserves the rights to remove any item considered rude and obscene.
- 2.4 Applicants should never publicize, 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.
- 2.5 **No profit-making activity** of any kind is allowed in the booked venue or within the YMCA without the permission of the YMCA.
- 2.6 **No film shooting or recording** should be made on any events held within the premises of the YMCA King's Park Centenary Centre without obtaining the prior approval of the YMCA.

3. Venue Facilities Usage :

- 3.1 Applicants and their group members **should follow the venue regulations** for users such as no smoking, keep everything clean and tidy, etc. and they are responsible to pay for repairs to the building or contents or equipment if damage occurs during hiring.



- 3.2 The user is entitled to **access the activity/venue only during the agreed time**. The YMCA will, in its normal practice, have other bookings before or after the user. Should special arrangements for early or late access be necessary, then agreement must be made with the YMCA in advance.
- 3.3 **The hiring of premise is restricted to the venue allocated**. Premises and their contents are to be left in their original condition, secured, and with lights and air-conditioning switched off when leaving.
- 3.4 **The use of facilities is confined to the facilities agreed upon confirmation**. We can only entertain subsequent requests for additional facilities if venues or facilities are available. Additional charges will be applied in its original price.
- 3.5 Venue must be returned to the YMCA sharply at the scheduled ending time. **The booking charge will be automatically extended for another session for any overdue booking exceeding fifteen minutes**.
- 3.6 Lockers are available for hire on request. Additional terms and conditions will be applied. Applicants shall not hold the YMCA or its officers responsible for any damage or lost that may be incurred to items kept inside the locker/storage space and are **responsible for their own insurance** of any equipment stored in YMCA King's Park Centenary Centre.
- 3.7 Audio-visual equipment is available for hire on request. Applicants shall be responsible for cost of any damage or loss of the equipment.

4. Special Arrangement in Case of Typhoons or Rainstorm:

- 4.1 If Typhoon Signal No. 8 / 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 within an hour after announcement. Applicants can choose to re-schedule or cancel the booking.
- 4.3 When Black Rainstorm Warning Signal is hoisted or very bad weather 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.
- 4.4 For bookings being cancelled, there will be no refund, but a make-up or re-schedule of booking will be entertained. Such re-scheduling must be applied within 3 months. In some very special circumstances, that no re-schedule can be arranged, a refund at 50% of the total rate will be returned. And 50% will be charged as administrative fee.
- 4.5 For bookings decided to be held as scheduled, it is the applicant/user but not the YMCA that holds responsibility for any damage, injury or loss caused during the function for the booking held as schedule when Typhoon Signal No. 8 / Black Rainstorm Signal is hoisted.

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 fees stipulated in the booking agreement once it is signed by the applicants.
- 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 right to terminate any booking which may be conceived to cause risk or potential damage to any part of the premises, facilities and other venue users.**
- 5.7 The YMCA reserves the right 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.