

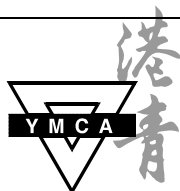
YMCA OF HONG KONG

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 2017*)

Location	Electricity Supply	Instructor Fee	^Additional Staff Cost	Payment
Climbing Wall \$1,375/hour	\$550 per hour (if required)	\$550 per hour per instructor *(if required)	\$300 per hour per head (if required)	Charge is non-refundable. Payment must be settled at least two weeks in advance by Cash, Cheque or Credit Card (Visa, Master, America Express)
Outdoor covered multi-purpose Inline rink \$1,375/hour				
Tennis Court \$600/hour/court				
Multi-Purpose Function Room \$500/hour		Nil		
KPCC Garden \$600/hour		Nil		

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 Friday, 8:30 a.m. – 10:30 p.m. on Saturday, 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	:		1 st Choice	2 nd Choice	3 rd Choice
	Date					
	Time					

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*