

## 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，把填妥後的「場地租用申請表格」，傳真至：**2783 7876**，或電郵至 [kpcc@ymcahk.org.hk](mailto:kpcc@ymcahk.org.hk)
- 2.) 本會收到表格及有關資料後，會以傳真或電郵方式通知確認申請人。
- 3.) 如欲索取場地租借表格，請致電：**2782 6682** 或電郵至 [kpcc@ymcahk.org.hk](mailto:kpcc@ymcahk.org.hk)
- 1.) The applicant can contact us to understand any venue and rental matters. The completed Facilities Booking Application Form can be sent by fax to: 2783 7876 or email to [kpcc@ymcahk.org.hk](mailto:kpcc@ymcahk.org.hk)
- 2.) Once we receive the form, we will confirm the applicant by fax/email.
- 3.) To obtain Facilities Booking Application Form, please call 2782 6682 or email to [kpcc@ymcahk.org.hk](mailto:kpcc@ymcahk.org.hk)

### 二. 租金基本原則(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.) 教會團體及非牟利機構(需提供非牟利機構編碼及機構全名)享有特別優惠。
- 3.) 若欲以優惠租金租用場地，必須先聯絡查詢優惠事宜。電話：**2782 6682**。
- 4.) 租金包括場地準備及收拾時間。
- 5.) 場地租金如有調整，本中心不作另行通知。
- 6.) 場地租金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.) Special rate will be offered to Church and NGO groups (NGO code and full name are required to provide) booking.
- 3.) Should the applicant wish to book the venue concessionary, please contact us for the benefits matters at 2782 6682.
- 4.) Rental charge includes site preparation and clean up time.
- 5.) Rental charge is subject to change without any notice.
- 6.) 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 checks are 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 detail, please refer to Terms and Conditions for Facilities Booking.



## **TERMS AND CONDITIONS FOR FACILITIES BOOKING (EXTERNAL USERS)**

*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. The YMCA reserves the right of giving **members priority** in using YMCA's facilities and services.
2. All booking applications should be made **at least 14 days** before the date of the event.
3. Applicants are required to **submit the application form** for YMCA approval. YMCA reserves the right to decline any booking application.
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.**
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.
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. **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 be made one month before the end of the current booking.
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 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.
8. Requests to book facilities for the purpose of conducting religious ceremonies or activities must receive approval of the YMCA's General Secretary.
9. 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.
10. Applicants should **appoint an appropriate person** on site with whom the YMCA's staff shall liaise in case of emergency, etc.
11. 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.
12. 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.
13. 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.**
14. **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 such cases.



15. **No profit-making activity** of any kind is allowed in the booked venue or within the YMCA without the permission of the YMCA.
16. **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.
17. 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.
18. Some storage space is available for hire on request. Applicants shall not hold the YMCA or its officers responsible for any damage or lost that may be incurred to items kept inside the storage space and are **responsible for their own insurance** of any equipment stored in YMCA King's Park Centenary Centre.
19. Audio-visual equipment is available for hire on request. Applicants shall be responsible for cost of any damage or loss of the equipment.
20. Typhoon Signal No. 8 / Black Rainstorm Signal  
In case of Typhoon Signal No. 8 / Black Rainstorm Signal being hoisted, applicants can choose either to have the booking held as scheduled or have it cancelled.  
  
\* 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.  
  
\* 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 when Typhoon Signal No. 8 / Back Rainstorm Signal is hoisted.
21. **The YMCA may adjust the charges or venue location at any time** should, in our opinion, circumstances merit.
22. **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.
23. The YMCA reserves the rights for legal appeal to claim the applicant to pay the total rental fees stipulated I the booking agreement once it is signed by the applicants.
24. The YMCA reserves the right to revise the above terms and conditions from time to time hen deemed necessary in order to maintain proper standards for the YMCA and top properly protect their interest of all users.