



## **The HKFYG Leadership Institute Venue Hire Regulations**

### **香港青年協會領袖學院場地及設施租用守則**

1. The rates shown are accurate at the time of printing, with the hirer's responsibility to check the latest rates with the Admin Office. Rates are subject to change with prior notice.

租用場地收費以最後發出之收費表為準，租用者有責任向香港青年協會領袖學院行政部查詢相關的收費。場地收費如有更改，恕不另行通知。

2. The hirer(s) should ensure that their activities in the premises of The HKFYG Leadership Institute (hereafter "The Institute") are as stated in the application form and comply with all legal requirements.

場地用途須與申請表格內列明之租用目的相符，在任何情況下均不能違反法例。

3. The hirer(s) should exercise all necessary and appropriate measures to ensure the stated capacity of the venue is duly observed.

租用者有責任採取一切必須及適合的措施，確保所有租用的場地均不得超越指定人數上限。

4. The minimum hiring period is 2 hours. The hirer(s) must ensure that the use of the hired venue is confined to the hire period.

所有租用場地最低租用時限為兩小時。租用者只可於租用時段內使用場地。

5. The hirer(s) should never publicize, promote, campaign, or advertise their function(s) by bearing the name of The Institute nor hinting any relations or connections with The Institute apart from the address of the hired venue(s).

租用者在公開發佈、宣傳、推廣或刊登廣告推廣其活動時，除可使用香港青年協會領袖學院地址作為舉行活動之場地外，不得直接或間接以香港青年協會或香港青年協會領袖學院名義推廣其活動、或令人相信該等活動與香港青年協會或香港青年協會領袖學院有任何的關係或聯繫。

6. The hirer(s) should be able to present the confirmation of payment on the date of booking.

租用者須於租用場地當日出示確認付款證明。

7. Without prior written approval from the Admin Office, the hirer(s) should not use nor enter any areas other than the venue(s) the hirer(s) have booked, including but not limited to corridor(s), staircases(s), lobby(s), etc. If the hirer(s) use or enter any areas other than the venue(s) the hirer(s) have booked without prior written approval from the Institute, the hirer(s) are liable for all possible loss and damage. 未經香港青年協會領袖學院行政部事前書面許可，租用者不得使用租用場地以外空間，如走廊、樓梯、大堂等。如租用場地以外空間，因租用者在未經許可下使用而導致任何損壞或遺失，租用者均須負責賠償。
8. The hirer(s) should only use the provided or rented equipment and facilities in the booked venue(s) and are responsible for reinstating the equipment and facilities to its original condition immediately after use. The hirer(s) should use such equipment and facilities in a careful and proper manner, while no alternations modifications, attachments and/or additions to the facilities and equipment are allowed. 租用者只可使用場地所提供或已租用的設備及設施，並有責任在使用後還原所有設備及設施至原來的狀態。租用者應小心及正確使用相關設備及設施，不得變更、改裝、加裝或 / 及外置任何物件。
9. The hirer(s) are liable for any loss or damage of the provided or rented equipment and facilities made by representatives, employees, agents or invitees of the hirer(s). The hirer's should reimburse the Institute the total cost in relation to repairing or replacing the loss and damage of the provided or rented equipment and facilities. 一切由租用者、其代表、僱員、代理或邀請者對領袖學院內任何設施及器材所造成損失或損壞，均由租用者負責。租用者須向香港青年協會領袖學院支付一切維修或 / 以及更換的費用。
10. The hirer(s) should include sufficient time for setting up and dismantling work at the booked venue(s) and all cleaning and removal of brought-in materials must be completed within the hiring period. The Institute and all management staff will not accept delivery of goods and equipment on behalf of the hirer(s) and all the aforementioned items can only be delivered to the booked venue(s) and received by the hirer(s) during the hiring period. 租用者如要在租用場地內安裝及拆除物件，須將安裝及拆除時間計算在租場時間之內。租用者須於交還租用場地前將帶來物資或器材搬走。所有屬於租用者的活動物

資及器材，只可在租用時段內送到租用場地，並由租用者自行點收。本學院員工恕不代收。

11. The hirer(s) should not post materials on areas which may cause damages or stains to building fabrics including floor, wall, ceiling etc. The hirer(s) should reimburse the Institute of the total cost in relation to repairing or eliminating damages and stains caused by the hirer(s). The hirer(s) cannot stick any materials on the wall of the venue.

租用者如在租用場地之地板、牆身、天花等地方加裝物件而導致任何污漬或損壞，均須負責賠償。租用者不得把任何物件貼於場地的牆壁。

12. Any smoke, flame or explosion or device or substance causing smoke, flame or explosion to create effects; party cannon, confetti cannon and confetti shooter alike are prohibited for use in all rented venues and common areas of The Institute.

租用者嚴禁在出租場地或以外空間如走廊、樓梯、大堂等使用任何含有火藥的易燃物品或含有碎花紙之派對禮炮。

13. The hirer(s) should remove their own property including decorative, promotional and packing materials from The Institute before departure. If any property or materials belonging to the hirer(s) is found in any area(s) of the Institute, the Admin Office may remove or store the same in such manner as they consider necessary, and on demand, the hirer(s) should reimburse the Institute of the total cost incurred by such removal and storage.

租用者須在交還租用場地前將全部所屬物件，包括裝飾、宣傳及包裝物品搬走。如在學院內發現上述物品，香港青年協會大廈領袖學院行政部有權將物品丟棄或暫存，並向租用者徵收所須費用。

14. Without prior approval of the Admin Office, sales activities including sales of goods/souvenirs/articles/programmes/services etc. and cash transaction of any kind are strictly prohibited in all meeting venues of The Institute.

未經香港青年協會領袖學院行政部事前書面許可，租用者不得在本大廈出租場地或以外空間如走廊、樓梯、大堂等售賣貨物、服務及進行任何形式的現金交易。

15. The hirer(s) should bear the liability of having placed appropriate insurance to cover all eventualities during the use of the booked venue(s) including third parties liabilities etc.

租用者有責任為租用場地內舉辦的活動及參加者購買適合的保險，包括第三者保險等等。

16. Neither the Institute nor its employees will be liable for any claim of loss and/or damage due to malfunction and/or deficiency of the hired audio visual equipment and/or audio and video recording services howsoever caused. The hirer(s) may receive a refund only limited to the exact hire charges(s) of the unavailed equipment and/or services.

場內的影音設備及設施、錄音或錄影服務於租用期間無論發生任何事故而導致不能提供所需服務，租用者將會獲得發還租用該等影音設備及設施及有關服務之實際費用。至於因此而導致之任何損失，香港青年協會領袖學院及其員工恕不負責。

17. Food and/or beverages can only be served at Meeting Rooms, Former Defendant's Carport, Former Magistrate's Chamber and some common areas with approval from The Institute. Catering surcharges will be applied if food and beverages are served at these areas. No cooking and washing facilities are available and all food to be served must be brought in ready-prepared, and all brought-in catering materials and waste (containers, glassware and tableware, left-over food, beverage etc.) must be removed from the hired venue(s) by the hirer(s) or the hired caterer before departure. Flame cooking, gas or high-voltage electrical appliance and gas bottles for cooking are prohibited within The Institute at all times. The Institute is only responsible for general cleaning of the hired venue(s), but can arrange waste disposal service for the hirer(s) at an additional charge.

除會議室、前囚車停泊處及前裁判官辦公室，未經准許，不得於本學院其他會議場地飲食。如租用會議室、前囚車停泊處及前裁判官辦公室作餐飲用途，須徵收餐飲附加費。本學院並無用作烹調及清洗之設施，如須於上述場地內設餐飲到會服務，所有食品必須由租用者或食品供應商預製。所有餐具及垃圾（包括容器、杯碟、剩餘食物、飲料等）必須於交還場地前全部搬走。本學院嚴禁使用明火煮食爐具、任何氣體、高壓電器及罐裝氣體燃料。香港青年協會領袖學院只負責一般清潔服務，但可因應租用者要求安排垃圾清理服務，租用者須負責所需費用。

18. Parking areas are restricted to hirers(s), his/her/their representatives, employees, agents or invitees unless with written approval by the Institute.

香港青年協會領袖學院不能提供泊車位予租用場地及相關人士。

19. Smoking is prohibited on the Institute (including Training Block and Garden).

禁止在香港青年協會領袖學院內(包括訓練大樓及花園)吸煙。

20. The hirer(s) acknowledged that the conditions of hire makes reference to existing government legislations. Should there be any changes to such rules and regulations, including but not limited to rules and regulations on prevention and control of disease, group gatherings etc., the conditions of hire would be amended to fulfill the updated legislative requirements.

租用者知悉租用條款根據現行法例。若相關規則及法例有任何修訂，包括但不限於預防及控制疾病及羣組聚集相關法例，租用條款將作出修訂，以符合法例要求。