



香港青年協會領袖學院
The HKFYG Leadership Institute

Terms and conditions for the special promotion of venue, lodge and lodge activities

1. Details of the promotion

From now on to 31/3/2021, the HKFYG Leadership Institute (The Institute) offers the following discounts to our service users to experience the historic sites, new lodge and lodge activities.

- 1.1 50% off for Lodge Booking,**
First 2 nights of the stay once per month.
- 1.2 Discount on Lodge Activities:**
Up to 50% or maximum \$100 per head (whichever is lower).
- 1.3 50% off for Venue Booking in Training Block:**
With the ceiling up to HK\$5,000 per day.

2. Application Procedures

2.1 Venue

1. Applicant(s) is required to check the availability of venues by phone before submitting the booking form. Telephone reservations will not be accepted. The booking form can be obtained either from the website or by email upon telephone request.

(Website: <https://leadershipinstitute.hk/content/facilities>, email: info@leadershipinstitute.hk)

2. Applicant(s) should return the completed form to the Administrative Department of the Institute by email with a copy of following document(s) enclosed:
 - ✧ Business Registration Certificate/ Society Registration Certificate; and/or

- ✧ Charitable Institutions and Trust Registration Certificate issued by the Inland Revenue Department under Section 88 of the Inland Revenue Ordinance.

It is the responsibility of applicant(s) to ensure that the application form and relevant document(s) have reached our Administrative Department.

3. After receiving all related documents, The Institute will review the application based on the nature and content of the activities and will reply by email within 5 working days.

2.2 Lodge

1. Applicant(s) can book the lodge 14 days before the preferred stay period. Booking can be done in the online booking system, or obtain the booking form by email or in our institute website. (Website:<https://leadershipinstitute.hk/lodge>, email: info@leadershipinstitute.hk) Registration or reservation by phone is not accepted. The application will be processed within seven working days after receiving all the necessary documents.
2. For lodge booking, applicant(s) must participate in the at least one activity or rent at least one venue in the institute. To celebrate the launch of our Lodge, from now on to 30/11/2020, this regulations will be exempted. Applicant(s) are also welcomed to enroll and join in various kinds of lodge activities.

2.3 Lodge Activities

The list of lodge activities will be provided to applicants by email upon confirmation of the lodge application. Those interested, please further indicate their interest.

3. Payment

Invoice will be issued to successful applicant(s) and payment should be settled on or before the due date in the invoice; otherwise, the booking will be cancelled automatically.

The payment can be transferred into the designated HSBC Account (Account no.: 484-254735-838). The applicant(s) are required to email the bank-in slip, the relevant invoice, application number, applicants' name and the contact no. to the Administrative Department of the Institute (email: admin@leadershipinstitute.hk).

The Institute will issue the receipt after receiving the payment.

4. Cancellation Policies

- 4.1 The applicant(s) should take note and reference the refund policies in the "Venue Booking Arrangement" (<https://leadershipinstitute.hk/content/venue-booking-arrangement>) and "Lodge Rules and Booking Regulations" (listed in <https://leadershipinstitute.hk/lodge>) in the HKFYG Leadership Institute website.

5. Other supplementary information and rights to amend the terms and conditions

- 5.1 Applicant(s) should also make reference and observe the "Venue Booking Arrangement" (<https://leadershipinstitute.hk/content/venue-booking-arrangement>) and "Lodge Rules and Booking Regulations" (listed in <https://leadershipinstitute.hk/lodge>) in the HKFYG Leadership Institute website..
- 5.2 The Institute does not accept any bookings for commercial, profit-making or political purposes.
- 5.3 The special offers of booking the venues, lodge and lodge activities are limited. The Institute reserves the right to make the final decision, including whether executing the special offers or rejecting the applicant's application of special offers, and does not need to explain whether the application is approved or not.

5.4 The Institute reserves the right to change, cancel or supplement any terms and conditions without prior notice. Besides, the Institute reserves the right of final decision for all bookings, and shall not explain the reason for accepting/rejecting the applications. In case of disputes, the Institute reserves the rights of final decision.

(Last updated: Oct 2020)