

The HKFYG Leadership Institute Venue Booking Arrangement

香港青年協會領袖學院場地申請須知

(I) Application Procedures

申請程序

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.

租用者在遞交申請前，須以電話查詢場地設施的租用情況，確實租用情況後，方可入紙申請。本學院不接受電話預訂場地設施，申請表格可透過香港青年協會領袖學院網站下載或電郵索取。

2. Applicant(s) should return the completed form to the Admin Office by email with a copy of following document(s) enclosed:

租用者需以電郵遞交填妥之申請表予行政部。在遞交申請表時，煩請夾附以下文件：

(A) Business Registration Certificate/ Society Registration Certificate; and/or

商業登記或社團註冊；或 / 及

(B) Charitable Institutions and Trust Registration Certificate issued by the Inland Revenue Department under Section 88 of the Inland Revenue Ordinance.

由稅務局根據《稅務條例》第 88 條認可屬公共性質的慈善機構或信託團體的證明。

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

租用者有責任確保申請表及相關文件已送達本學院行政部。

3. After receiving the application form, the Admin Office will review the application based on the nature and content of the activities and will reply by email within 3 working days. All successful applications need to have confirmation by The Institute. The Institute reserves the right for final approval on venue booking and

reject any application and no explanation is necessary.

香港青年協會領袖學院行政部於收妥有關文件後三個工作天內，回覆租用者是否接納其申請。對所有場地租用申請，均保留最終決定權。香港青年協會領袖學院亦毋須就拒絕租出場地作出解釋。

(II) Payment Method

繳費手續

1. Notice of Payment will be issued to successful hirer(s) and payment should be settled within 10 working days or before the due date after the Notice of Payment has been issued; otherwise, the booking will be cancelled automatically. The hirer(s) can settle the payment by cheque. A crossed cheque made payable to **“The HKFYG Institute for Leadership Development Limited”** should be presented to the Admin Office in person or by mail to address: 302 Jockey Club Road, Fanling, Hong Kong (Attn: Admin Office-Venue Hire), while post-dated cheque or cash will not be accepted.

租用場地設施申請一經被接納，租用者將獲發繳費通知書，並需在獲發繳費通知書後的十個工作天內繳交租金，否則申請將被自動取消。租用者請以劃線支票（支票抬頭：香港青年協會青年領袖發展中心有限公司）郵寄至香港粉嶺馬會道 302 號香港青年協會領袖學院行政部（請註明場地租用）。期票或現金恕不接納。

(III) Cancellation Policy

取消政策

1. The hirer(s) may re-schedule or receive a refund only if the booking has been cancelled due to bad weather conditions, such as black rainstorm signal or if typhoon signal number 8 and above are hoisted; or due to other unforeseen situations which prevent the use of the hired venue(s) or facilities.

在租用期間如因天氣（如黑色暴雨警告訊號、8 號或以上颱風警告訊號），或其他不可預計的情況下引致租用場地關閉，可更改租用日期或退回繳款。

2. Cancellation of booking will only be accepted in writing, and must reach our Admin Office at least 10 days before the date of the function, otherwise no refund for such a cancellation of booking will be made. The proportion of refund will be made in

accordance with the following:

Notice of Cancellation Received	Ratio of Refund
Less than 10 days	0%
10 to 29 days	25%
30 to 59 days	50%
60 days and above	80%

所有取消租用場地設施的申請須以書面提交，並須在租用日最少十天前交至行政部，否則所繳交的租金將不獲退還。已繳付之款項將根據以下取消租用通知期，按比例退還：

取消租用通知期	退款百分比
十天以下	0%
十天至二十九天	25%
三十天至五十九天	50%
六十天或以上	80%

- The Institute reserves the rights to annul any function at any time during the period of hire if The Institute Regulations of Hire are breached. In such a circumstance, no refund will be made.

如租用者違反場地及設施租用條款，香港青年協會領袖學院保留一切權力，可在租用場地設施期間終止其活動，而已繳交的所有費用則不會退還。

(IV) Severe Weather or Other Unexpected Situations

惡劣天氣及其他不可預計情況

If the booking has been cancelled due to inclement weather conditions or other unforeseen situations, the hirer(s) may reschedule the booking or receive a refund not exceeding the exact hire charge(s) of the booking in accordance with the following conditions:

租用場地如因天氣或其他不可預計的情況下不能使用，租用者可以根據以下條件，在場地設施租用情況許可下更改租用日期或退回繳款：

- (1) If Typhoon Signal Number 8 and above or Black Rainstorm Warning Signal is still in force 2 hours at or before the hiring period; or if Typhoon Signal Number 8 and above or Black Rainstorm Warning Signal is still in force at 6:30pm of the date of booking;

當黑色暴雨警告或八號或以上風球在租用時間兩小時前 / 或者於租用當天下午 6 時 30 分仍然生效；

- (2) If Typhoon Signal Number 8 and above is hoisted during the hiring period. The hired venue(s) will be closed within 30 minutes when Typhoon Signal Number 8 and above is hoisted; in such circumstances, reallocation of the unused hiring period is counted by an integral hour. For example, if the unused hiring period is 2 hours and 59 minutes, the hirer should only be able to re-schedule 2 hours of unused hiring session. The hired venue(s) will be re-opened within two hours after Typhoon Signal Number 8 or above is lowered or cancelled. If Typhoon Signal Number 8 or above is lowered or cancelled 2 hours at or before the hiring period and the hirer cancels the booking on his/her own accord, neither reallocation nor refund of the booking will be granted in such case.

當八號或以上風球在租用期間懸掛引致租用場地關閉。租用場地將於八號或以上風球懸掛後三十分鐘內關閉；租用者在該情況下可更改未使用的租用時段，任何未使用的租用時段均以完整小時計算，假設未使用的租用時段是兩小時五十九分鐘，租用者只有兩小時的租用時段在限期內安排使用。租用場地將於八號或以上風球卸下兩小時內重開；如八號或以上風球於租用時間兩小時或之前卸下，而租用場地亦已重開，若租用者仍決定取消活動，將不會獲安排更改租用日期或退回繳款；

- (3) If Black Rainstorm Warning Signal is issued during the normal opening hours of the hired venue(s), unless safety consideration warrants for impending closure of the hired venue(s), the hired venue(s) will remain open and the hirer can continue to use the hired venue. If Black Rainstorm Warning Signal is issued before the normal opening hours of the hire venue(s), the hired venue(s) will be closed and re-opened within 2 hours after the Black Rainstorm Warning Signal is cancelled. Nevertheless, when Black Rainstorm Warning Signal is cancelled 2 hours at or before the hiring period and the hirer cancels the booking on his/her own accord, neither reallocation nor refund of the booking will be granted.

如黑色暴雨警告於租用場地開放時間之內發出，除基於安全考慮而必須關閉租用場

地外，否則租用者可於租用時段內繼續使用所租用場地。如黑色暴雨警告於上午 9 時或之前發出，租用場地將黑色暴雨警告取消後兩小時內重開。如黑色暴雨警告於租用時間兩小時或之前取消，而租用場地亦已重開，若租用者仍決定取消活動，將不會獲安排更改租用日期或退回繳款。

- (4) The unused hiring period can only be reallocated in the coming 6 months from the original date of the booking; subject to the availability of the hired venue. The hirer must send a written application to the Admin Office with 30 calendar days, inclusive of the date of the original booking for reallocation of the unused hiring period; otherwise the unused hiring period will be forfeited without further notice. No alteration can be made once reallocation of the unused hiring period has been confirmed;

任何未使用的租用時段必須於原來租用日期起計六個月內使用。租用者須於原來租用日期起計 30 天內以書面向香港青年協會領袖學院行政部提出申請，逾期無效。更改租用日期一經作實不能再次更改。

- (5) If reallocation of the unused hiring period is infeasible, refund of the paid hire charge will be arranged. The hirer must send a written application to the Admin Office within 30 calendar days, inclusive of the date of the original booking for refund of the unused hiring period;

如不能於上述限期內安排更改租用日期，租用者須於原來租用日期起計 30 天內以書面向香港青年協會領袖學院行政部申請退回繳款；

- (6) The Institute reserves the right to cancel a booking due to unforeseen circumstances. The hirer will receive a full refund of the paid hire charge. Neither the Institute nor its employees shall be liable for any losses incurred owing to the cancellation of booking.

租用場地如因其他不可預計的情況下不能使用，租用者將獲發還已繳款項。至於因場地不能使用而導致之任何損失，香港青年協會領袖學院及其員工恕不負責。